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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES VII
THE DEPARTMENT OF THE NAVY
No. 20
MASSACHUSETTS

NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
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SERIES VII. THE DEPARTMENT OF THE NAVY

NO. 20. MASSACHUSETTS

Boston, Massachusetts
The National Archives Project
1937

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The Inventory of Federal Archives in the States is a result of the work of the Survey of Federal Archives. From January 1936 until June 30, 1937, the Survey was a nation-wide federal project of the Work Progress Administration, sponsored by The National Archives. Since June 30, 1937, its work has been continued by a group of WPA state projects sponsored by The National Archives or other interested institutions, by the WPA Historical Records Survey, and by certain members of the staff of the National Archives. Nationally the work of the Survey has been directed by D. Philip M. Hamer. In Massachusetts it has been directed since its inception by Mr. J. W. McElroy.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the Administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In presenting this inventory of the records of the Department of the Navy in Massachusetts, the project gratefully acknowledges the courtesy and cooperation extended by all Navy Department offices in the state - especially the Boston Navy Yard which supplied stencils and paper for its publication. The work was prepared in Boston and edited before final typing and mimeographing by Dr. Henry P. Beers of the Washington office.

J. W. McElroy, Supervisor
National Archives Project

Boston, Massachusetts
January 20, 1938

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BOSTON

BOSTON NAVY YARD AND FIRST NAVAL DISTRICT HEADQUARTERS

Boston Navy Yard

During the 1790's depredations upon American maritime commerce by pirates and a naval warfare with France resulted in congressional appropriations for the construction of warships and navy yards. In 1800, the acquisition of a site for the purpose in Charlestown, Massachusetts at the confluence of the Charles and Mystic Rivers marked the actual beginning of the Boston Navy Yard. Additional land has been purchased from time to time for extensions of the yard, in which today there are located two drydocks, a radio station, officer's quarters, enlisted men's barracks, a rope walk, and many other buildings used for industrial or storage purposes. The construction, drydocking and general repairing of all types of warcraft, and the manufacture of chain, rope, and other naval supplies have comprised the activities of the agency from its earliest times - a rope walk established in 1836, for instance, is still in operation. Records were discovered and surveyed in 17 different buildings throughout the Navy Yard. All current records of the agency are maintained safely and accessibly in modern filing equipment or in fireproof storage vaults. Some of the older Navy Yard records, however, dating back to 1813, are stored in attics, basements, and other out of the way places. For the most part this latter material suffers from inadequate containers, lack of light, poor ventilation and a general absence of fire prevention facilities, tending toward its eventual if not imminent destruction.

First Naval District Headquarters

In 1903 thirteen naval districts were established for the administration of the naval shore establishment. At that time the First Naval District comprised the coast from Eastport, Maine to Chatham, Massachusetts with headquarters at the Navy Yard, Portsmouth, New Hampshire. The Second Naval District extended from Chatham to New London, Connecticut and had its headquarters at the Naval Station, Narragansett Bay. By Navy Department General Order 251 of December 30, 1912 the headquarters of the First Naval District was transferred to Boston. In 1917, when states were assigned to the districts, the First Naval District comprised Maine, New Hampshire and Massachusetts as far as Chatham, while the Second Naval District consisted of the rest of Massachusetts, Rhode Island and Connecticut to New London. As the activities of the Second Naval District were not extensive, it was divided in 1919 between the First and the Third Naval Districts. After April 16, 1920, according to Navy Department General Order 519 of March 10, 1920, the First Naval District

was to consist of the States of Maine, New Hampshire, Massachusetts, and Rhode Island (including Block Island and Nantucket Light Vessel). Vermont was then assigned to the Third Naval District of which the headquarters was at New York, but in 1928 it was transferred to the First Naval District. In 1931, when Nantucket Light Vessel was transferred to the Third Naval District, the extent of the First Naval District became what it is to-day. In March 1918, during the world war, larger quarters required to house the agency's expanded activities, were occupied at the Little Building, 400 Boylston Street in Boston. In 1919, when its wartime functions and staff were curtailed, the agency returned to Building 149 (and later Building 5) at the Yard. Since March 1922, the permanent headquarters for the district have been located in the Administrative Building 39 at the Boston Navy Yard. The files of the First Naval District seem to indicate that comparatively few archives accumulated prior to 1917. Despite the fact that some of the equipment and filing facilities are not in the best of condition, the records themselves, (of wartime origin, for the most part) are in a good state of preservation - all material being carefully and safely maintained free from the hazards of neglect, fire and theft. No records are transferred to Washington except upon request from the Navy Department.

(39) Administration Bldg.
(34) Chemical Laboratory
(108) Central Power Plant
(32) Disbursing Office
(120) Dispensary
(33) New Work Bldg.
(107) Printing Office
(103) Radio Laboratory
(42) Steel and Iron Foundry
(149) Supply Department
(136) Marine Corps Administration Bldg.
(1) Marine Corp Barracks
(97) Yard Police Bldg.
(19) Yard Scale Bldg.

Accounting Division

1. REGISTER OF DESERTERS, Dec. 1897 - Aug. 1907. Reports on desertions from receiving ship, Wabash. Entered chronologically. (Never.) 13 x 18 vol., 2 in., in drawer of wooden filing case. Basement (Bldg. 39). (623)

2. APPRAISAL OF PLANT, 1909. Obsolete appraisal record of equipment and supplies. (Never.) 12 x 18 vol., 1 in., on wooden shelf. Vault on N. side of 1st floor (Bldg. 39). (491)

3. RECORD OF ACCOUNTS, Jan. 1909 to date. Property and general ledgers, employment records, foundry abstracts, daily analysis. Filed by subject. (Weekly, official.) See addenda for variously sized loose-leaf books (12), and bundles (3), 5 ft. 7 in., on 2 open wooden shelves. Vault on N. side of 1st floor (Bldg. 39). (1435)

4. PLANT INVENTORY FILE, Jan. 1909 to date. Inventory of all buildings, machinery, permanent equipment, and tools in Navy Yard. Filed numerically. (Daily, official.) 5 x 8 loose sheets, 5 ft. 4 in., in 4 drawers of wooden card cabinet. N. side of 1st floor (Bldg.39). (475)

5. LIST OF CLASSIFIED EMPLOYEES, Jan. 1918 - Dec. 1920. Card record of civilian employees. Filed alphabetically. (Quarterly, official.) 4 x 9 3/4 cards, 2 ft. 9 in., in 4 drawers of wooden document holder. Vault on N. side of 1st floor (Bldg. 39). (500)

6. RELEASES FROM ACTIVE DUTY, Dec. 1918 - Aug. 1919. Correspondence from Commandant of Yard concerning releases from active duty. Filed alphabetically. (Never.) 10 x 15¼ loose sheets, 3 in., in drawer of wooden filing case. Dirty. Basement (Bldg.39). (529)

7. SERVICE CARDS, Jan. 1920 - Dec. 1934. Civilian employees' service records. Filed alphabetically. (Semiannually, official.) 4 x 9 3/4 cards, 62 ft. 3 in., in 77 drawers of wooden transfer cases and in 66 drawers of steel transfer cases. Vault at front of 1st floor (Bldg. 39). (476)

8. DUPLICATE OF APPLICATIONS FOR REFUND OF RETIREMENT ADJUSTMENT, Jan. 1920 to date. Copies of form letters sent to Washington concerning retirement adjustments. Filed alphabetically. (Quarterly, official.) 8 x 11 loose papers, 3 ft. 6 in., in 2 wooden boxes. Vault on N. side of 1st floor (Bldg.39). (622)

9. LIABILITY ACCOUNTS, Jan. - Dec. 1921. Record of outstanding liabilities for 1921. Filed alphabetically. (Rarely, official.) 9 x 13 loose-leaf books, 1 in., on open wooden shelf. Vault at front of 1st floor (Bldg. 39). (1077)

10. STORES REPORT FORMS, Jan. 1, 1925 to date. Stub copies of hospital requisitions, vouchers from other stations, and store section receipts. Filed chronologically and by subject. (Daily, official.) Variously sized vols., loose-leaf books, and bundles, 69 ft., in 66 drawers of steel filing cases. N. side of 1st floor (Bldg. 39). (2756)

11. JOB ORDER RECORDS, Jan. 1925 to date. Account of work in progress or completed, showing detailed analysis of all costs. Filed numerically, 4 x 6 card index, 39 ft. 6 in. (Daily, official.) Variously sized folders and loose sheets, 319 ft. 11 in., in 28 drawers of steel filing cases and in 340 drawers of card cabinet. N. side of 1st floor (Bldg. 39). (859)

12. ADMINISTRATIVE OFFICE CORRESPONDENCE, July 1925 to date. Form letters concerning administrative activities. Filed by subject. (Daily, official.) 5 ft. 6 in., in 5 drawers of wooden filing cases. N. side of 1st floor (Bldg. 39). (141)

13. FOUNDRY COST RECORDS, July 1925 to date. Detailed costs of all casting operations in foundry. Filed chronologically. (Daily, official.)

4 x 5 cards, 4 ft. 3 in., in 3 drawers of wooden card cabinet. N. side of 1st floor. (Bldg. 42). (480)

14. ARRANGEMENT OF SHOP EQUIPMENT AND DESCRIPTION OF TOOLS, Jan. 1928 - Dec. 1934. Blueprints of survey showing location of shop equipment; survey taken biennially chiefly to check faulty equipment. Filed chronologically. (Rarely, official.) 20 x 31 blueprints, 3 in., on open wooden shelf. Vault at front of 1st floor (Bldg. 39). (1185)

15. EXPENSE STATEMENT OF SHOP, Mar. 1928 - Dec. 1935. Weekly analysis of shop expenses. Filed chronologically. (Weekly, official.) 9½ x 14 folders and 12 x 16 envelopes, 7 ft., on 2 open wooden shelves. N. side, 1st floor (Bldg. 39). (402)

16. ALLOTMENT SHEETS, Apr. 1928 - Mar. 1929. Account of allotments for jobs undertaken in navy yard. Filed chronologically. (Never.) 8 x 11 loose papers, 4 in., in wooden box. Vault at front of 1st floor (Bldg. 39). (1082)

17. CLASSIFIED MONTHLY REPORTS AND SHOP RECORDS OF EMPLOYMENT AND DISCHARGE, Jan. 1929 - July 1932. Employment records: name of employee, number of days employed each month, and salary. Filed chronologically. (Rarely, official.) 8½ x 14 pockets and bundles, 9 in., on open wooden shelf. Accounting Office. (Bldg. 39). (1276)

18. STORE SECTION RETURNS, Jan. 1929 - Dec. 1932. Public bills, inspection calls, duplicate vouchers. Filed chronologically. (Never.) 12 x 14 envelopes and 10 x 15 bundles (78), 28 ft., on top of and under 3 tables. Basement (Bldg. 39). (526)

19. PIECE WORK PAY ROLLS, Jan. 1929 to date. Rate of pay for piece work operations; amount of wages earned by piece work employees. Filed chronologically. (Weekly, official.) 9½ x 12 3/4 loose sheets, 1 ft. 3 in., in 5 pasteboard boxes. Vault on N. side of 1st floor (Bldg. 39). (635)

20. TIME CARDS, Jan. 1931 - Dec. 1935. Time, service, and cost cards. Filed chronologically. (Never.) 3½ x 7½ cards, 2750 ft., in 2630 wooden boxes. Dirty, Basement (Bldg. 39). (496)

21. PAY RECORD, CIVILIAN EMPLOYEES, Jan. 1931 to date. Record of employees of Squantum, Quincy, and Boston, Mass., and Bath, Maine, stations. Filed chronologically. (Weekly, official.) 16 3/4 x 17 loose-leaf books, bundles, and loose sheets, 15 ft. 10 in., on 5 wooden shelves. Vault on N. side of 1st floor (Bldg. 39). (661)

22. DAILY ANALYSIS OF APPROPRIATIONS, EXPENDITURES, Jan. 1933 - July 1934. Itemized account of appropriations and expenditures. Filed chronologically. (Rarely, official.) 13 x 21 loose sheets, 2 in., on open wooden shelf. Vault at front of 1st floor (Bldg. 39). (1188)

23. REPORT OF EXPENDITURES, Jan. 1933 - Dec. 1934. Reports of

expenditures of all United States navy yards; accumulated for comparative analysis. Filed alphabetically. (Weekly, official.) 10 x 14½ folders, 6 in., on open wooden shelf. Vault on N. side of 1st floor (Bldg. 39). (493)

24. SPECIAL DEPOSIT FILE, Jan. 1934 to date. Record of work in progress or completed for private individuals; also work for which the yard is reimbursed by other government departments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 5 in., in 2 drawers of wooden card cabinet. N. side of 1st floor (Bldg. 39). (142)

25. SERVICE AND TIME RECORD OF CIVILIAN EMPLOYEES, Jan. 1935 to date. Daily and weekly reports on time, semiannual recapitulations. Filed alphabetically. 3¼ x 7¼ card index, 6 ft. (Weekly, official.) Variously sized forms, 74 ft. 4 in., in 22 drawers of steel filing cases, in 21 drawers of wooden card cabinets, and in 16 wooden boxes. N. side of 1st floor (Bldg. 39). (1081)

26. LABOR COST CARDS, Jan. 1935 to date. Analysis of labor costs. Filed chronologically. (Daily, official.) 3¼ x 7¼ cards, 185 ft., in 159 wooden boxes on shelves. Vault on N. side of 1st floor (Bldg. 39). (400)

27. TALLY SLIPS, Jan. 1936 to date. Recapitulation of pay rolls and time sheets. Filed chronologically. (Weekly, official.) 4 x 5½ bundles, 3 ft., in 3 wooden boxes on shelves. Vault on N. side of 1st floor (Bldg. 39). (401)

28. PAY ROLL FOR PERSONAL SERVICE, INDUSTRIAL, Jan. 1936 to date. Copies of pay rolls for personal and industrial services; originals sent to Washington, older copies stored in basement. Filed alphabetically. (Weekly, official.) 11 x 17 loose sheets, 4 in., on open wooden shelf. Front of 1st floor (Bldg. 39). (1490)

Captain of the Yard

29. GENERAL YARD CORRESPONDENCE; Jan. 1924 to date. Correspondence, orders and reports from Commandant's Office. Filed by subject. (Daily, official.) 9 x 14 vols. and 8 x 12 folders, 11 ft. 5 in., in 8 drawers of steel filing cases. N. side of 1st floor (Bldg.39). (490)

30. HULL BOARD REPORTS, July 1927 to date. Reports on condition of navy yard craft (triplicates). Filed chronologically. (Weekly, official.) 9½ x 11 vols., 5 in., in drawer of steel filing case. N. side of 1st floor (Bldg. 39). (498)

31. MOTOR VEHICLE REPORTS, Jan. 1935 to date. Daily report of motor vehicles passing through yard gate, Jan. - Dec. 1935 including owner's name and registration number; also passes to drive into yard, issued to civilian and enlisted automobile operators. Reports filed chronologically, passes alphabetically. (Reports, never; passes, weekly; official.) 8 x 12 folders and 3 x 5 cards, 4 ft. 8 in., in drawer of wooden filing

case and 2 drawers of steel card cabinet. N. side of 1st floor (Bldg. 39). (498, 535)

32. YARD TUG INVOICES, Jan. 1935 to date. Copies of invoices used for checking requisitions. Filed chronologically. (Semiannually, official.) 8½ x 11 loose papers, 6 in., in 3 drawers of wooden filing cabinet. NW. side of 1st floor (Bldg. 39). (487)

Chaplain's Office

33. CORRESPONDENCE, Jan. 1931 to date. Chaplain's correspondence with Navy personnel. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft. 10 in., in drawer of steel filing case. Chaplain's Office (Bldg.38). (1429)

34. OFFICIAL PAPERS, Jan. 1931 to date. Chaplain's official papers, orders, annual reports and correspondence; also personal papers. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 8 in., in drawer of steel filing case. Chaplain's Office (Bldg. 38). (982)

35. NAVY RELIEF FILE, Jan. 1931 to date. Correspondence and reports on relief cases, welfare work and hospitalization, under supervision of Massachusetts Auxiliary, Navy Relief Society. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Chaplain's Office (Bldg. 38). (981)

Commandant's Office

36. MISCELLANEOUS LETTERS AND PAPERS, Jan. 1 - Dec. 31, 1813; 1824 - 1842; 1851 - Dec. 31, 1855. Commandant's correspondence concerning surveys of provisions, clothing; also requests for supplies, notifications of shipments. Arranged chronologically. (Yearly, official.) 9 x 11 and 9 x 14 vols., 4 ft. 8 in., on open wooden shelf. Damaged by rodents, dirty, bindings broken. N. side of attic (Bldg. 32). (3105)

37. DAILY JOURNAL, NAVY YARD, CHARLESTOWN, May 4, 1816 - June 30, 1832; July 1, 1842 - Dec. 31, 1846. Register of activities, number of employees at navy yard; also weather reports and meteorological notes. Arranged chronologically. (Never.) Variously sized vols. (33), 2 ft. 8½ in., on wooden shelf. Dirty, torn, bindings broken. N. side of attic (Bldg.32). (2933)

38. RECORDS FROM THE SECRETARY OF THE NAVY, Mar. 8, 1932 - Nov. 19, 1908. Surveys of personnel; increases in navy yard force; correspondence from Washington. Arranged chronologically. (Yearly, official.) 9 x 12 vols., 20 ft. 7 in., on 6 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3169)

39. SURVEYS, Oct. 1, 1835 - Sept. 24, 1892; Dec. 11, 1900 - Dec. 24, 1908. Commandant's orders for surveys of medical units, ships, buildings, and ordnance personnel; reports from appointed boards. Arranged chronologically. (Yearly, official.) Variously sized vols., 15 ft.,

on 3 open wooden shelves. Damaged by vermin, rodents, and faulty containers, brittle, dirty, bindings broken. N. side of attic (Bldg.)32). (1965)

40. RECORDS OF OFFICERS ATTACHED TO THE RECEIVING SHIP AT BOSTON, Jan. 1, 1838 - Jan. 1, 1839. Register of officers: rank, date reported for duty, and date detached from ship. Arranged chronologically. (Yearly, official.) 18 x 24 vols., 2 in., on open wooden shelf. Dirty. N. side of attic (Bldg.32). (3109)

41. LETTERS ON PROVISIONS AND CLOTHING, Sept. 2, 1842 - June 25, 1892. Letters from Bureau of Provisions and Clothing, concerning maintenance routine for ships and shore stations. Arranged chronologically. (Yearly, official.) 9 x 12 vols., 5 in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg.32). (3055)

42. LETTERS ON CONSTRUCTION AND EQUIPMENT, Sept. 10, 1842 - Aug. 15, 1860. Correspondence from Bureau of Construction and Repairs, concerning maintenance routine for ships and shore stations. Arranged chronologically. (Yearly, official.) 8 x 8 vols., 2 ft. 8 in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3063)

43. LETTERS FROM BUREAUS OF ORDNANCE AND HYDROGRAPHY Sept. 10, 1842 - Oct. 15, 1858. Correspondence. Arranged chronologically. (Yearly, official.) See addenda for variously sized vols., 1 ft. 4 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg.32). (2751)

44. CIRCULARS, Aug. 29, 1843 - Dec. 21, 1882. General orders and specifications for uniformity in construction and repair of vessels. Arranged chronologically. (Yearly, official.) 9 x 14½ vols., 3 ft. 5 in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3303)

45. NAVY STORE REPORTS, Jan. 1845 - July 1855. Reports from Chief Storekeeper of yard concerning requisitions, inventories of supplies on hand, and amounts issued. Arranged chronologically. (Yearly, official.) 8½ x 12 vols., 3 in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3117)

46. LETTERS FROM SECRETARY OF THE NAVY, Jan. 1845 - Dec. 1888. General correspondence and some letter press copies of letters from Washington, D.C. Arranged chronologically. (Never.) 8 x 14 vols., 1 ft. 3 in., in drawer of steel filing case. R. 213 (Bldg. 39). (431)

47. ORDNANCE AND HYDROGRAPHY, Feb. 13, 1845 - Nov. 11, 1862. Copies of letters to Bureau of Ordnance and Hydrography. Arranged chronologically. (Yearly, official.) 8½ x 14¼ and 10 x 13½ wet-press copy books, 4 in., on open wooden shelf. Damaged by vermin, rodents, careless handling, bindings broken. N. side of attic (Bldg.32). (2927)

48. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1846 - Mar. 23, 1908. Letters from various divisions of navy yard. Arranged chronologically. (Yearly, official.) 8 x 14 vols., 12 ft. 6 in., on 5 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3457)

49. BUREAU OF CONSTRUCTION AND REPAIR, Feb. 13, 1846 - Mar. 13, 1861. Copies of letters to Bureau of Construction and Repair. Arranged chronologically. (Yearly, official.) 8½ x 14 and 9 3/4 x 13½ wet-press copy books, 9 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (2750)

50. BUREAU OF PROVISION AND CLOTHING, Feb. 20, 1846 - July 16, 1853. Letters to Chief of Bureau of Provisions and Clothing. Arranged chronologically. (Yearly, official.) 10 x 13½ vols., 1 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32) (2752)

51. LIST OF OFFICERS, July 27, 1847 - Jan. 1854; Jan. 1876 - Dec. 31, 1905. List of officers stationed at navy yard or on ships at yard docks. Arranged chronologically. (Yearly, official.) Variously sized vols. (4), 6 in., on 5 open wooden shelves. Damaged by vermin, rodents, faulty containers; bindings broken, ink faded. N. side of attic (Bldg. 32). (2535)

52. RECORDS OF YARDS AND DOCKS, Sept. 6, 1847 - Dec. 3, 1908. Records concerning maintenance conditions of Marine Hospital and navy yard. Filed chronologically. (Yearly, official.) 9 x 12 vols., 15 ft. 5 in., on open wooden shelves. Dirty. N. side of attic (Bldg. 32). (2914)

53. APPRENTICE INDENTURES AND LETTERS TO CLERK OF THE YARD, Dec. 28, 1852 - May 28, 1867. Recommendations to commandant concerning employment of apprentices. Filed chronologically. (Yearly, official.) 9 x 12 loose-leaf books, 4 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3110)

54. BILLS, Apr. 1854 - Sept. 1855. Articles purchased from local contractors and charged to appropriations for ordnance and increased repairs. Arranged chronologically. (Yearly, official.) 8½ x 13½ vols., 1½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, binding broken. N. side of attic (Bldg. 32). (2045)

55. COMMANDER'S LETTERS, Sept. 27, 1854 - Apr. 18, 1908. Letters concerning management of navy yard. Arranged chronologically. (Yearly, official.) 8 x 10 vols., 3 ft. 4 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3170)

56. SEMIANNUAL RECORDS, June 1, 1855 - Dec. 31, 1883. Personal history, rate of pay of yard apprentices. Entered chronologically. (Yearly, official.) 16 x 23 vols., 1½ in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3061)

57. LETTERS FROM NAVAL STOREKEEPER AND CONSTRUCTOR, Oct. 1, 1855 - Oct. 7, 1857. Requisitions for supplies for personnel stationed at yard

or on ships docked there. Entered chronologically. (Yearly, official.) 9 x 12½ vol., 2 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, dirty. N. side of attic (Bldg. 32). (3300)

58. LETTERS FROM NAVY AGENTS, SUPERINTENDENTS AND ENGINEERS, Oct. 1, 1855 - Aug. 19, 1867. Letters from navy business agents, construction superintendents, and engineers concerning routine navy business. Filed chronologically. (Yearly, official.) 9 x 14¼ vols., 9½ in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3062)

59. LETTERS FROM SURGEONS, Nov. 29, 1855 - Oct. 1, 1858. Correspondence and reports from fleet surgeons and chief surgeon at Naval Hospital. Arranged chronologically. (Yearly, official.) 9 x 12 vols., 5 in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3100)

60. COMPLEMENTS OF CREWS, Apr. 8, 1857 - Mar. 21, 1893. General orders to Commandant indicating number of officers and men allowed to naval vessels. Filed chronologically. (Yearly, official.) 9 x 14 vols., 2½ in., on open wooden shelf. Damaged by water, vermin, dirty. N. side of attic (Bldg. 32). (3107)

61. ADDRESS BOOK, Nov. 1, 1857 - Aug. 2, 1871. Name of officer, ship, date of arrival and departure. Filed chronologically. (Yearly, official.) 12 x 18 vols., 5 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3099)

62. CONTINGENT PURCHASES, VARIOUS, Nov. 6, 1857 - Apr. 12, 1865, Articles purchased and charged to contingent fund. Arranged numerically. (Yearly, official.) 8 x 13 and 8½ x 13 3/4 vols., 3 ½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (3121)

63. VISITORS' SIGNATURE BOOKS, Aug. 1, 1858 - June 30, 1882. Registers of navy yard visitors. Arranged chronologically. (Never.) 9 x 14 bundle, 10 in., on wooden shelf. Dirty. N. side of attic (Bldg. 32). (2935)

64. BUREAU OF EQUIPMENT AND RECRUITING, Oct. 18, 1858 - Dec. 18, 1908. Letters from Chief of Bureau of Equipment and Recruiting. Arranged chronologically. (Yearly, official.) Variously sized vols., 15 ft. 4 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, dirty. N. side of attic (Bldg. 32). (2884)

65. SURGEON'S AND RENDEZVOUS RECORDS, Oct. 22, 1858 - Dec. 19, 1908. Surgeon's reports on sick; Form 21, reports of recruiting officers from U.S.S. Rendezvous; reports of Commander of receiving ship. Arranged chronologically. (Yearly, official.) 9 x 13 and 9 x 14 3/4 vols., 10 ft., on open wooden shelf. Damaged by vermin, rodents, faulty containers, brittle, dirty, bindings broken, ink faded. N. side of attic (Bldg. 32). (2492)

66. STOREKEEPER'S REPORTS OF OPEN PUCHASES, PROVISIONS AND CLOTHING, Oct. 16, 1860 - Mar. 11, 1862. Records of Storekeeper's purchases. Arranged chronologically. (Yearly, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols., 2 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (3123)

67. ORDNANCE RECORDS, Apr. 19, 1861 - Nov. 30, 1904. Accounts of guns, gun mountings, ammunition, and other ordnance materials on ships. Arranged chronologically. (Yearly, official.) 10 x 15 vols., 5 ft. 6 in., on 2 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3122)

68. INVOICES, July 2, 1861 - Sept. 16, 1863. Statements from individuals and business houses for services rendered to navy yard. Arranged chronologically. (Yearly, official.) 9 x 14 vols., 3 in., on open wooden shelf. Damaged by vermin, rodents; dirty, N. side of attic (Bldg. 32). (3111)

69. EQUIPMENT AND RECRUITING, Nov. 1862 - Dec. 1865. Supplies purchased and charged to various yard divisions. Arranged numerically and chronologically. (Yearly, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols., 2 in., on open wooden shelf. Damaged by vermin, faulty containers. N. side of attic (Bldg. 32). (3119)

70. EQUIPMENT AND RECRUITING, Jan. 2, 1863 - Mar. 16, 1889. Correspondence and reports from Commandant to navy bureau heads. Arranged chronologically. (Yearly, official.) $9\frac{1}{2}$ x $14\frac{1}{2}$ vols. and $9\frac{1}{2}$ x $15\frac{1}{4}$ loose sheets, 2 ft. 7 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers; bindings broken. N. side of attic (Bldg. 32). (3116)

71. REQUISITIONS, Mar. 16, 1863 - Sept. 24, 1894. Copies of requisitions from civilian officials at navy yard for money and supplies. Arranged chronologically. (Yearly, official.) 9 x $14\frac{1}{2}$ wet-press copy books, 8 ft. 5 in., on open wooden shelf. Damaged by faulty containers, bindings broken, ink faded. N. side of attic (Bldg. 32). (2929)

72. NAVIGATION REPORTS, May 25, 1863 - Dec. 5, 1907. Reports on voyages and courtesy calls, list of ships' officers, and health and personnel records. Arranged chronologically. (Yearly, official.) 8 x 14 vols., 40 ft. 2 in., on 13 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3058)

73. CONSTRUCTION AND REPAIRS, May 25, 1863 - Dec. 4, 1908. Reports on construction and repair of ships, dry docks, and buildings at navy yard; also on supplies therefor. Arranged chronologically. (Yearly, official.) 8 x 14 bols., 19 ft. 4 in., on 5 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3112)

74. STOREKEEPER'S REQUISITIONS, Nov. 11, 1863 - Jan. 1, 1883. Requests for supplies from yard Storekeeper to Commandant. Arranged chronologically. (Yearly, official.) $9\frac{1}{2}$ c $14\frac{1}{4}$ vols., 5 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken. N. side of attic (Bldg. 32). (3118)

75. LEAVE BOOKS, Dec. 24, 1863 - Dec. 31, 1868. Requests by officers and enlisted men for leaves of absence. Arranged chronologically. (Yearly, official.) 8 x 14 vols., 6 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3056)

76. EXAMINATIONS, June 15, 1864 - Apr. 3, 1865. Names, addresses of applicants passing or failing in examinations for surgeon, paymaster, acting ensign, or master's mate. Entered chronologically. (Yearly, official.) 8½ x 13¼ vols., 1 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken, ink faded. N. side of attic (Bldg. 32). (2526)

77. SHIP AND YARD SUPPLIES, July 5, 1864 - May 18, 1866. Supplies purchased for navy yard and ships docked there. Arranged chronologically. (Yearly, official.) 11¼ x 14½ vols., 2½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken. N. side of attic (Bldg. 32). (2912)

78. INSPECTORS LETTERS, Aug. 24, 1864 - Sept. 24, 1867. Letters from Inspectors of Steam Machinery concerning routine inspections, and recommendations for repairs. Arranged chronologically. (Yearly, official.) 9 x 14½ vols., 2¼ in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3057)

79. LETTERS CONCERNING NAVAL STORES, Nov. 7, 1864 - May 12, 1866. Letters from storekeepers and Chief of Bureau of Equipment and Recruiting. Arranged chronologically. (Yearly, official.) 9 x 14 3/4 vols., 2 in., on open wooden shelf. Damaged by vermin, rodents, dirty. N. side of attic (Bldg. 32). (3455)

80. ORDNANCE AND STEAM ENGINEERING LETTERS, Apr. 7, 1865 - Feb. 28, 1870. Letters concerning naval armaments and steam engine equipment. Arranged chronologically. (Yearly, official.) 9 x 14 vols., 1 ft. 3 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3060)

81. BUREAU OF STEAM ENGINEERING, May 15, 1865. Board of Survey report on examination of supplies in custody of this bureau. Arranged alphabetically. (Yearly, official.) 8½ x 13½ vols., 3/4 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (3456)

82. INVENTORY, June 30 - July 2, 1865. Inventory of all material on hand as of July 1, 1865. Arranged chronologically. (Yearly, official.) 8 x 13 vols., 1½ in., on open wooden shelf. N. side of attic (Bldg. 32). (3108)

83. COMMANDERS, June 1, 1866 - Dec. 31, 1908. Correspondence from commanding officers concerning ship commands. Arranged chronologically. (Yearly, official.) 9 x 11 and 9 x 15 vols., 12 ft. 2 in., on 4 wooden shelves. Dirty. N. side of attic (Bldg. 32). (2913)

84. RECORDS OF STEAM ENGINEERING, Sept. 19, 1866 - Dec. 31, 1908.

Operation reports: number of personnel, amount of steam used, general repairs made; also advancement of methods and personnel. Arranged chronologically. Yearly, official.) 8 x 14 vols., 2 ft. 3 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3101)

85. REPORTS OF CIVIL EMPLOYEES, Nov. 1, 1866 - Dec. 31, 1867. Names and occupations of civilian employees. Filed alphabetically. (Yearly, official.) 10 x 15 envelopes, 3 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3115)

86. NAVY YARD RECORDS, Mar. 1, 1867 - Dec. 31, 1907. Reports on yard activities and routine business including building construction, ordnance operations, purchase of supplies and equipment; also reports on surgery performed. Arranged chronologically. (Yearly, official). 15 x 17 vols., 4 ft. 5 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3098)

87. HEADS OF DEPARTMENTS, Aug. 14, 1867 - Dec. 28, 1908. Official communications from commanding officers concerning fleet operations. Entered chronologically. Some indexed. (Yearly, official.) 9 x 15 vols., 27 ft., on 9 wooden shelves. Dirty, bindings broken. N. side of attic (Bldg. 32). (3458)

88. BUREAU OF STEAM ENGINEERING, NAVY DEPARTMENT, Mar. 1, 1870 - Dec. 11, 1908. Letters to Bureau of Steam Engineering, Washington, concerning naval engineering matters. Arranged chronologically. Indexed. (Yearly, official.) 9 x 11 and 9 x 14½ vols., 3 ft. 1 in., on wooden shelf. Dirty, bindings broken. N. side of attic (Bldg. 32). (3301)

89. ORDERS, BOARDS AND SURVEYS, Jan. 1, 1871 - Mar. 13, 1905. Records of general orders and orders for surveys from Secretary of Navy, chiefs of bureaus, and local commandants. Arranged chronologically. Indexed. (Yearly, official.) 9 x 14¼ vols., 1 ft. 10½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken, ink faded. N. side of attic (Bldg. 32). (2529)

90. SUBJECT MATTER, Oct. 24, 1876 - Dec. 1877; Oct. 1885 - June 2, 1887. Index of subject matter treated in reports from Navy Yard at Boston to Navy Department, Washington. Arranged chronologically. (Yearly, official.) 9 x 13 3/4 vols., 1½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken. N. side of attic (Bldg. 32). (2213)

91. OLD RECORDS, BILLS, ACCOUNTS, BOOKS OF ORIGINAL ENTRY, LEDGER, COPY BOOKS, 1877; 1881 - 1907. Accounts of purchases, contract vouchers, public bills; record of purchases and payments for commissary stores, office machines, yard and ship supplies and transportation expenses. See addenda for detailed description and dates. (Never.) Variously sized vols., 3 ft., on open wooden shelves. Damaged by rodents, careless handling, faulty containers, brittle, dirty, torn, scattered, bindings broken. Attic (Bldg. 32). (19)

92. REQUISITIONS, E. AND R., June 5, 1879 - June 11, 1894. Requisitions for supplies from Director and Inspector of Navy Yard to Bureau of Equipment and Recruiting. Arranged chronologically. (Yearly, official.) Variously sized vols., 7½ in., on open wooden shelf. Damaged by faulty containers. N. side of attic (Bldg. 32). (3299)

93. REQUISITIONS, ORDNANCE, Jan. 1, 1880 - Dec. 24, 1891. Requisitions for supplies ordered by Director and Inspector of Navy Yard from Bureau of Ordnance. Arranged chronologically. (Yearly, official.) 9 x 14 vols., 1 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3104)

94. REQUISITIONS, Y. AND D., July 1, 1880 - Sept. 17, 1894. Copies of requisitions sent to Bureau of Yards and Docks. Arranged chronologically. (Yearly, official.) 9 x 14 and 10 x 14 wet-press copy books, 4½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (2977)

95. TRANSFER REQUISITIONS, July 2, 1880 - Feb. 28, 1889. Transfer requisitions and reports from Equipment Officer of navy yard to Commandant. Arranged chronologically. (Yearly, official.) 10 x 14 vols., 1½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (2932)

96. REGISTER OF MONEY REQUISITIONS, July 7, 1880 - Oct. 15, 1907. Requisitions for supplies obtained from navy bureaus, Washington, D.C. Arranged numerically and chronologically. Indexed. (Yearly, official.) 9 x 14 vols., 8 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (3114)

97. REGISTER OF MONEY REQUISITIONS, July 7, 1880 - Dec. 31, 1907. Money requisitions drawn on Naval Bureaus at Washington, D. C. Arranged chronologically. (Yearly, official.) 9 x 14 vols., 1½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken. N. side of attic (Bldg. 32). (2024)

98. SURVEYS OF MATERIALS FOR NAVAL VESSELS, Jan. 1, 1882 - Mar. 18, 1903. Reports of inspections and surveys of materials on board naval vessels. Filed chronologically. (Yearly, official.) 10 x 15 envelopes, 9 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (2934)

99. REQUISITIONS, NAVIGATION, Jan. 4 - May 12, 1883. Requisitions for supplies submitted to Bureau of Navigation by Director and Inspector of Navy Yard. Arranged chronologically. (Yearly, official.) 9 x 14 vols., 1 in., on open wooden shelf. Damaged by faulty containers, dirty. N. side of attic (Bldg. 32). (2928)

100. LEAVES OF ABSENCE, Jan. 10, 1885 - June 18, 1907. Leaves granted officers and civilian employees. Arranged chronologically. (Yearly, official.) 9 x 14¼ vols., 4 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken. N. side of attic. (Bldg. 32). (1970)

101. INVENTORY OF NAVAL PROPERTY AT BOSTON, Mar. 5, 1885 - Mar. 6, 1886. Inventory of materials in custody of each division of navy yard. Arranged alphabetically. (Yearly, official.) 12 x 17 loose-leaf books, 1 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3168)

102. INVENTORIES, Mar. 15, 1885 - Mar. 16, 1886. Inventories by Bureau of Equipment and Recruiting on equipment held by Bureau of Navigation. Arranged chronologically. (Yearly, official.) 8 x 14 loose-leaf books, 1 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3106)

103. SUPPLIES AND ACCOUNTS, Feb. 25, 1887 - Sept. 18, 1894. Copies of requisitions from Bureau of Supplies and Accounts. Arranged chronologically. (Yearly, official.) 10 x 14 vols., 1½ in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (3120)

104. REPORTS OF NAVY YARD EQUIPMENT, Mar. 16, 1889 - Dec. 18, 1908. Inventories of equipment in use at yard. Arranged chronologically. (Yearly, official.) 9 x 12 vols., 10 ft. 4 in., on 4 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3624)

105. SUPPLIES AND ACCOUNTS, July 3, 1891 - Dec. 31, 1908. Reports on general business of Chief Clerk's office. Arranged chronologically. (Yearly, official.) 8 x 14 vols., 3 ft. 6 in., on 2 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (2916)

106. SUPPLIES AND ACCOUNTS, June 25, 1892 - Dec. 31, 1909. Correspondence from Washington, D. C., concerning supplies for navy yard divisions. Arranged chronologically. Indexed. (Yearly, official.) 9 x 11 vols., 5 ft., on 2 open wooden shelves. Dirty. N. side of attic (Bldg. 32). (3302)

107. LETTERS FORWARDED, Mar. 5, 1895 - May 4, 1897. Correspondence and records concerning activities at navy yard; also mailing log showing date sent, name of addressee and addressor. Agganged chronologically. (Yearly, official.) 10 x 15½ vol., 1 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3059)

108. Y.D.FILE BOOK, DEPARTMENT ORDERS AND CIRCULARS, June 10, 1896 - Apr. 22, 1913. Circular letters and orders from Washington to commandants of this and other navy yards and stations. Arranged chronologically. (Yearly, official.) 10½ x 11 3/4 vols., 2 ¼ in., on wooden shelf. Dirty. N. side of attic (Bldg. 32). (2915)

109. SURVEY AND APPRAISALS, Feb. 3 - Dec. 20, 1899. Account of surveys and appraisals conducted at navy yard. Arranged chronologically. (Yearly, official.) 8½ x 14 vols., 1 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (2488)

110. ANNUAL EXAMINATIONS OF APPRENTICES, Oct. 30, 1899 - Dec. 31, 1908. Reports on examinations, progress, and proficiency of apprentices. Arranged chronologically. (Yearly, official.) 8 x 14 vols., 8 in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3103)

111. FITNESS REPORT, Dec. 31, 1900 - July 1906. Reports on health, ability, education, and special qualifications of naval personnel. Arranged chronologically. (Yearly, official.) 8 x 14 vols., 2 in., on open wooden shelf. N. side of attic (Bldg. 32). (3171)

112. BOARD REPORTS, July 3, 1901 - Dec. 5, 1908. Reports on applications for positions at yard; also reports on advertisements giving notices of examinations. Arranged chronologically. (Yearly, official.) 9 x 15 loose-leaf books, 6½ in., on open wooden shelf. Dirty. N. side of attic (Bldg. 32). (3097)

113. ARRIVAL AND DEPARTURES, DOCKING AND UNDOCKING, CRAFTS, May 1905 - Apr. 1915. Account of vessels arriving and leaving navy yard; number of vessels put into dry dock. Arranged chronologically. (Yearly, official.) 9 x 14 vols., 1 in., on wooden shelf. Dirty. N. side of attic (Bldg.32). (3622)

114. LIST OF OFFICERS ON SHIPS, Jan. 1, 1906 - Dec. 31, 1909. Register of officers of ships docked at navy yard. Filed chronologically. (Yearly, official.) 9 x 12 envelopes, ½ in., on open wooden shelf. N. side of attic (Bldg. 32). (3102)

115. ORDERS TO OFFICERS, Feb. 2, 1907 - Jan. 2, 1908. Orders to officers mostly concerning assignments for duty in various states. Filed chronologically. (Yearly, official.) 5 x 9 envelopes, 1 in., on open wooden shelf. N. side of attic (Bldg. 32). (3623)

116. MISCELLANEOUS COMPLAINTS, Jan. 1, 1913 - Dec. 31, 1919. Abstracts of complaints made to First Naval District Headquarters. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 5 ft. 2 in., in 6 drawers of wooden card cabinets. R. 319 (Bldg. 39). (1586)

117. GENERAL CORRESPONDENCE, May 1914 - June 1920. Correspondence from Quincy Shipyard concerning summary of direct labor, construction of vessels on cost plus basis, cost inspections, and copies of telegrams, used in settling claims and in official investigations. Filed chronologically and alphabetically. (Rarely, official.) 9½ x 11½ folders, 131 ft. 2 in., in 13 drawers of wooden filing cases, in 98 drawers of steel filing cases, and in 7 wooden boxes. Dirty. Basement (Bldg. 39). (405)

118. CONTRACT PROGRESS RECORDS, Jan. 1, 1916 - Dec. 31, 1917. Record of commencement of various phases of ship construction under contract. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 1 ft. 11 in., in drawer of steel card cabinet. R. 319 (Bldg. 39). (1594)

119. RECORD OF VESSELS IMPRESSED FOR SERVICE DURING THE WORLD WAR,

Jan. 1, 1916 - Dec. 31, 1917. Record of commandeered vessels: name of owner, value of ship, type of service assigned. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 2 ft. 3 in., in drawer of steel card cabinet. R. 319 (Bldg. 39). (1593)

120. INSPECTION OF NAVAL VESSELS, Jan. 1 - Dec. 31, 1917. Inspections of barges, trawlers, tugs, steamboats, motor boats, and other vessels at navy yard. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 1 ft. 1 in., in drawer of wooden card cabinet. R. 319 (Bldg. 39). (1588)

121. UNITED STATES NAVAL RESERVE ROSTER, Jan. 1 - Dec. 31, 1917. Brief histories of officers stationed in district. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 1 ft. 4 in., in 2 drawers of wooden card cabinet. R. 319 (Bldg. 39). (1591)

122. RECORDS OF PATROL BOATS, Jan. 1, 1917 - Jan. 1, 1918. Tonnage, speed, armament, personnel, service assignment of patrol boats. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 4 in., in drawer of steel card cabinet. R. 319 (Bldg. 39). (1592)

123. COMMANDANT'S FILES, SECOND NAVAL DISTRICT, Jan. 1, 1917 - Dec. 31, 1919. Summary of base activities of Second Naval District, Newport, Rhode Island. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 3 ft. 9 in., in 3 drawers of steel card cabinet. R. 319 (Bldg. 39). (1566)

124. ABSTRACTS OF NAVAL ORDERS FOR SECOND NAVAL DISTRICT, Jan. 1, 1917 - Dec. 31, 1919. Abstracts of orders from Washington to Second Naval District during World War. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 3 ft., in 2 drawers of steel card cabinet. R. 319 (Bldg. 39). (1561)

125. BOAT DATA, UNSUITABLE, Jan. 1, 1917 - Mar. 3, 1920. Reports by Standard Joint Merchant Vessel Board on inspections to determine fitness of vessels for service: name of ship, date of inspection, and reason for rejecting ship as unsuitable. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 5 ft., in 4 drawers of steel card cabinet. R. 319 (Bldg. 39). (1596)

126. HEALTH AND INACTIVE DUTY OF ENLISTED MEN, Jan. 1, 1917 - Dec. 31, 1920. Physical disabilities of enlisted men showing period of inactivity, and date of resumption of duties. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 7 ft. 2 in., in 6 drawers of wooden card cabinets. R. 319 (Bldg. 39). (1568)

127. CIVIL SERVICE OFFICES, FIRST NAVAL DISTRICT, Jan. 1, 1917 - Dec. 31, 1920. Civil service employees' records: date of appointment, classification, salary, and increases. Filed by subject. (Rarely, official.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. R. 319 (Bldg. 39). (1590)

128. ENROLLMENT AND ASSIGNMENT RECORDS OF NAVAL MEN, Jan. 1, 1917 -

Dec. 31, 1921. Assignments of enlisted men: name of man, date, place assigned and rate of pay. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 2 ft. 4 in., in 2 drawers of wooden card cabinet. R. 319 (Bldg. 39). (1587)

129. RETAINER PAY CHECKS OF ENLISTED MEN OF THE SECOND NAVAL DISTRICT, Jan. 1, 1917 - Dec. 31, 1921. Retainer pay given enlisted men in Second Naval District: date of enrollment, period of training, classification, reports on deportment. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 16 ft. 6 in., in 14 drawers of steel card cabinets. R. 319 (Bldg. 39). (1598)

130. PLANS OF SHIPS, Jan. 7, 1917 - Apr. 3, 1920. Plans for construction and remodeling of submarine chasers, battleships, and other vessels by navy yard and by commissioned independent shipbuilders. Filed alphabetically. (Rarely, official.) 9½ x 11½ folders and 9½ x 15 envelopes, 3 ft. 4 in., in 2 drawers of wooden filing case. R. 319 (Bldg.39). (1540)

131. REQUISITIONS, Jan. - Dec. 1917. Requisitions for supplies and furnishings for navy yard divisions. Filed by subject. (Never.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 319 (Bldg. 39). (616)

132. GENERAL CORRESPONDENCE, Jan. 1917 - Dec. 1929. Letters on general activities of First Naval District; also communication forms. Some filed chronologically, some numerically. 8½ x 11 vol. index. (Monthly, official.) 10 x 12 folders, 179 ft. 10 in., in 45 drawers of steel filing cases, in 4 drawers of wooden filing cases, and in 48 drawers of steel transfer cases. R. 319 (Bldg. 39). (1433, 1430)

133. INVENTORIES OF STANDING BOARDS OF APPRAISAL, May 1917 - Apr. 1919. Itemized lists of expenditures authorized for commissioning boats for emergency fleet. Filed by subject. (Rarely, official.) 9½ x 12 folders, 2 ft., in drawer of steel filing case. R. 319 (Bldg. 39). (1550)

134. REPORTS ON COURTS MARTIAL, June 1917 - Dec. 1918. Including disposition of case. Filed according to the United States Navy Filing Manual. (Semiannually, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 319 (Bldg. 39). (613)

135. TRAINING CAMP ROSTERS, July - Dec. 1917. Rosters of men at training camps in First Naval District. Filed chronologically. (Never.) 8 x 13 loose sheets, 1½ in., in drawer of steel filing case. R. 319 (Bldg. 39). (612)

136. COURTS MARTIAL RECORDS, Nov. 1917 - Dec. 1924. Charges preferred against officers and enlisted men of First Naval District; also disposition of case. Filed numerically. (Never.) 10 x 12 folders, 4 ft. 4 in., in drawer of steel filing case and in 4 drawers of wooden filing case. R. 319 (Bldg. 39). (1517)

137. GENERAL CORRESPONDENCE, 1917 - 1919. Correspondence concerning activities in this district during World War period; also reports and muster rolls. Some filed alphabetically, some unarranged. (Never.) Variously sized envelopes, pockets, packages, and papers, 38 ft. 2 in., in 20 drawers of steel filing cases and in 17 sealed wooden boxes. Damaged by careless handling. Rear of attic (Bldg. 39). (1068, 784)

138. MUSTER ROLLS AND REPORTS, 1917 - 1919. Reports and muster rolls pertaining to World War. Filed alphabetically. (Never.) 10 x 13 bundles, 12 ft., on floor and on table. Dirty. Attic (Bldg. 39). (1080)

139. GENERAL CORRESPONDENCE, Jan. - Dec. 1918. Correspondence and orders concerning general business of Commandant's office. Filed numerically and by subject. 3 x 5 card index, 3 ft. (Annually, official.) 9 x 12 folders, 22 ft., in 12 drawers of steel filing cases. R. 319 (Bldg. 39). (870)

140. CIRCULAR LETTERS, Jan. - Dec. 1918. Orders and requisitions issued to personnel. Filed chronologically and numerically. (Never.) 9 x 14 folders and 8 x 11 loose papers, 1 ft. 3 in., in drawer of steel filing case. Poor. R. 319 (Bldg. 39). (1434)

141. PERSONNEL FILE, Jan. - Dec. 1918. Correspondence concerning personnel. Filed alphabetically. (Semiannually, official.) 10 x 12 folders, 10 ft., in 6 drawers of steel filing cases. R. 319 (Bldg. 39). (605)

142. BLUEPRINTS, Jan. - Dec. 1918. Alterations, additions, and improvements in naval stations and bases in First Naval District. Filed by subject. (Never.) 9 x 11 folded blueprints, 1 ft. 8 in., in steel transfer case. R. 319 (Bldg. 39). (1474)

143. SUMMARIZED RECORDS OF DEPARTMENT CORRESPONDENCE, Jan. 1, 1918 - Dec. 31, 1919. Abstracts concerning discharge of reservists, future policy of Naval Air Service, and payments of incidental bills. Filed chronologically. (Yearly, official.) 3 x 5 cards, 4 ft. 8 in., in 3 drawers of steel card cabinet. R. 319 (Bldg. 39). (1573)

144. DISCHARGE AND TRANSFER RECORDS OF ENLISTED MEN, Jan. 1, 1918 - Dec. 31, 1919. Transfers, assignments, and discharges of enlisted men in the several naval districts, showing period and kind of training, and duty performed. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 1 ft. 5 in., in drawer of wooden card cabinet. R. 319 (Bldg. 39). (1599)

145. DISTRICT CONSTRUCTION OFFICE FILES, Jan. 1, 1918 - Dec. 31, 1919. Form 4-3043, reports on boat construction in First Naval District; also pertinent correspondence. Filed alphabetically. (Quarterly, official.) 9 x 12 folders, 8 ft. 8 in., in 4 drawers of steel filing case. Dirty. R. 319 (Bldg. 39). (1529)

146. MISCELLANEOUS DATA ON NAVAL VESSELS, Jan. 1, 1918 - Dec. 31, 1920.

Dimensions of vessels, number of revolvers and amount of ammunition issued. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 3 ft., in drawer of wooden card cabinet. R. 319 (Bldg. 39). (1530)

147. MOVEMENTS AND FINAL DISPOSITION OF NAVAL VESSELS AND SUBMARINES, Jan. 1, 1918 - Dec. 31, 1920. Filed alphabetically. (Yearly, official.) 4 x 6 cards, 11 in., in drawer of wooden card cabinet. R. 319 (Bldg. 39). (1541)

148. MISCELLANEOUS INFORMATION RECORDS, Jan. 1, 1918 - Dec. 31, 1921. Abstracts of general subjects handled by Commandant. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 4 ft. 3 in., in 4 drawers of steel card cabinet. R. 319 (Bldg. 39). (1565)

149. MISCELLANEOUS PERSONNEL CORRESPONDENCE, Jan. 1, 1918 - Dec. 31, 1922. Letters between officers concerning naval personnel matters. Filed numerically. Index. (Rarely, official.) 9 x 15 folders, 4 ft. 2 in., in 2 drawers of steel filing case. Dirty. R. 319 (Bldg. 39). (1528)

150. OFFICERS' RETAINER PAY CHECKS, Jan. 1, 1918 - Dec. 31, 1922. Payments of salaries to officers. Filed alphabetically. Index. (Rarely, official.) 4 x 6 cards, 4 ft. 4 in., in 4 drawers of wooden card cabinet. R. 319 (Bldg. 39). (1545)

151. DISCHARGE RECORDS OF ENLISTED MEN, Jan. 1, 1918 - Apr. 30, 1925. Date of enlistment, period of service, rating, classification, promotions, and date of discharge. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 6 ft. 5 in., in 5 drawers of wooden card cabinets. R. 319 (Bldg. 39). (1567)

152. GENERAL ROSTER, Apr. 1918 - May 1920. Covers district and navy yard officers, cost inspectors and personnel of training camp, district vessel, and section base; used in regard to bonus certification. Filed by subject. (Monthly, official.) 10 x 15 folders, 3 ft., in 2 drawers of steel filing case. R. 319 (Bldg. 39). (667)

153. LEASES, June 1918 - June 1919. Leases for real estate, machine shops, ships, and other privately owned property requisitioned by navy during World War. Filed by subject. (Yearly, official.) 10 x 15 folders, 5 ft. 6 in., in 3 wooden transfer cases. R. 319 (Bldg. 39). (1549)

154. CIVILIAN PERSONNEL RECORDS, Jan. 1, 1919 - Dec. 31, 1920. Name, classification, salary, and date of discharge of civilian employees. Filed alphabetically. (Yearly, official.) 3 x 5 cards, 2 ft. 5 in., in 3 drawers of steel card cabinet. R. 319 (Bldg. 39). (1595)

155. SURVEY REPORTS, Jan. 1919 - Dec. 1921. Form S. and A. 154-3, itemized lists of supplies issued to various divisions of the district. Filed numerically. 8½ x 11 vol. index. (Never.) 10 x 12 folders, 3 ft. 8 in., in 2 drawers of steel filing case. R. 319 (Bldg. 39) (1483)

156. PERSONNEL FILE, Jan. 1919 - Dec. 1929. Personnel reports, orders, subsistence records, and dispatches. Filed alphabetically. (Yearly, official.) 8 x 12 folders, 33 ft. 6 in., in drawer of wooden filing case, in 15 drawers of steel filing cases, and in 6 drawers of steel transfer cases. R. 319 (Bldg. 39). (1473)

157. RETAINER PAY CHECKS OF ENLISTED MEN OF THE FIRST NAVAL DISTRICT, Jan. 1, 1920 - Dec. 31, 1921. Period of enrollment, period of training, classification, deportment, and date of payment. Filed geographically. (Yearly, official.) 3 x 5 cards, 21 ft. 3 in., in 15 drawers of steel card cabinets. R. 319 (Bldg. 39). (1597)

158. NAVAL RESERVE OFFICERS' CORRESPONDENCE, Jan. 1920 to date. General correspondence. Filed alphabetically. (Daily, official.) 9½ x 15 folders, 24 ft. 10 in., in 19 drawers of wooden filing cases. R. 213 (Bldg. 39). (404)

159. TELEGRAMS, Aug. 1920 - Dec. 1928. Concerning activities of the district. Filed chronologically. (Never.) 8 x 11 loose blanks, 3 ft. 8 in., in 3 drawers of steel filing case. R. 319 (Bldg. 39). (1454)

160. VICTORY MEDAL RECEIPTS, Jan. 8 - June 14, 1921. Form 4-5143, signed receipts for victory medals conferred for valor during World War. Filed chronologically. (Rarely, official.) 2 x 8 loose papers, 6 in., in 2 drawers of card cabinet. Dirty. R. 319 (Bldg. 39). (1527)

161. FIRST NAVAL DISTRICT REPORTS, Jan. 1921 - Oct. 1930. General activities and conditions in district; also reports on social events and weather conditions. Filed chronologically. (Never.) 10 x 12 folders, 45 ft. 10 in., in 15 drawers of steel filing cases and in 10 steel transfer cases. R. 319 (Bldg. 39). (1431)

162. SERVICE RECORDS OF NAVAL RESERVES, July 1921 to date. Records of present and discharged personnel. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 4 in., in 5 drawers if steel card cabinets. R. 213 (Bldg. 39). (499)

163. TIME CARDS, Apr. 1, 1922 - Dec. 31, 1924. Biweekly time reports of personnel. Filed chronologically. (Never.) 3 x 7 cards, 2 ft. 3 in., in drawer of wooden filing case. R. 319 (Bldg. 39). (1538)

164. MILEAGE CASH BOOK, July 1, 1922 to date. Payments to officers and enlisted men for expenses of transportation to points of assignment. Arranged chronologically. Indexed. (Daily, official.) 9 x 15 vols., 8 in., on open wooden shelf. N. side of 1st floor (Bldg. 32). (1966)

165. SERVICE RECORDS OF TRANSFERRED FLEET NAVAL RESERVISTS, July 1922 - Mar. 1930. Service records of men enlisted for 16 and 20 years. Filed alphabetically. (Daily, official.) 4 x 9 envelopes, 45 ft. 7 in., in 12 drawers of wooden filing cases. R. 213 (Bldg. 39). (538)

166. DAILY BALANCE SHEET, Jan. 1, 1924 to date. Form S. and A. 379, itemized lists of daily disbursements. Arranged chronologically. (Daily,

official.) 10 x 22 loose-leaf books, 1 ft. 4 in., in drawer of wooden filing case. N. side of 1st floor (Bldg. 32). (1972)

167. REPORTS OF FINAL SHIP TRIALS, Jan. 1924 to date. Results dates of final trials; also blueprints of ships. Filed chronologically. (Daily, official.) 6 x 9 cards, 2 ft. 9 in., on 2 wooden shelves. R. 213 (Bldg. 39). (530)

168. ADMINISTRATION AND LOGISTICS, Jan. 1925 to date. Correspondence, reports, requisitions, rules, regulations, and general orders from Washington; also Commandant's orders. Filed according to the United States Navy Filing Manual (Daily, official.) 8½ x 11 folders and jackets, and 8½ x 15 envelopes, 68 ft., in 35 drawers of steel filing cases. R. 213 (Bldg. 39). (407)

169. DEPARTMENT PRECEDENT AND POLICY FILE, Jan. 1925 to date. Review of establishment of precedent. Filed by subject and alphabetically. (Daily, official.) 3 x 5 cards, 7 ft., in 2 double drawers of card cabinet. R. 213 (Bldg. 39). (411)

170. NAVY MOVEMENTS, Jan. 1925 to date. Orders to officers to change stations; daily movement of vessels and personnel. (Daily, official.) 8½ x 11 folders, 12 ft. 11 in., in 64 drawers of steel filing cases. R. 213 (Bldg. 39). (794)

171. FLEET FILE, NAVY YARD, BOSTON, Jan. 1925 to date. General correspondence and reports concerning vessels attached to Boston Navy Yard, also information on repair and construction of ships. Filed according to the United States Navy Filing Manual. (Daily, official.) 8½ x 11 folders, 171 ft. 10 in., in 80 drawers of steel filing cases. R. 213 (Bldg. 39). (789)

172. PERSONNEL, MATERIAL AND SHORE ESTABLISHMENT, Jan. 1925 to date. Classified and unclassified correspondence of officers and enlisted men. Filed according to the United States Navy Filing Manual. (Daily, official.) 8½ x 11 folders and envelopes, 77 ft. 7 in., in 39 drawers of steel filing cases. R. 213 (Bldg. 39). (782)

173. RECAPITULATION SHEETS, Jan. 1925 to date. Quarterly pay roll reports of civilian employees. Filed chronologically. (Weekly, official.) 8½ x 15 envelopes and loose papers, 1 ft. 10 in., in drawer of steel filing case. R. 213 (Bldg. 39). (406)

174. MISCELLANEOUS DATA, Jan. 1925 to date. Wage Board data; Bureau of Engineering appropriations and prepared statements. Filed chronologically. (Monthly, official.) 8½ x 11 envelopes and 8½ x 15 bundles (7), 1 ft. 8 in., on shelf of glass enclosed case. R. 213 (Bldg. 39). (522)

175. SUBMARINE S-4 SALVAGE RECORDS, Feb. 1928 to date. Daily reports of salvage work and materials used in salvaging Submarine S-4, sunk off Provincetown. Filed chronologically. (Daily, official.) 8 x 10 loose

papers, 1 ft. 1 in., in drawer of steel filing case. R. 213 (Bldg. 39). (410)

176. RECORDS OF SUBMARINE S-4, PERSONAL EFFECTS, Mar. 1928 - Dec. 1929. Correspondence and orders of Investigating Board, addresses of next of kin, property found on bodies, lists of effects, recommendations and final orders for disposition of effects. Filed by subject. (Never.) 10 x 15 envelopes, 6 in., in steel transfer case. R. 319 (Bldg. 39). (1542)

177. MERCHANT VESSELS CORRESPONDENCE, 1928 to date. Concerning Naval Reserve officers employed on merchant marine vessels. Filed alphabetically. (Daily, official.) 9½ x 11½ folders and 9 x 11 3/4 pockets, 3 ft. 1 in., in 2 drawers of steel filing case. R. 213 (Bldg. 39). (501, 403)

178. LIST OF NUMBERS, NAVY AMATEUR RADIO NET WORK, July 1929 to date. Navy Reserve Communication Service lists of civilian amateur radio operators grouped in networks throughout district. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in 2 drawers of wooden card cabinet. R. 213 (Bldg. 39). (515)

179. PERSONNEL FILES, Jan. 1930 to date. Official correspondence concerning currently enlisted personnel. Filed alphabetically. (Daily, official.) 10 x 15 folders, 29 ft. 7 in., in 8 drawers of wooden filing cases and in 8 drawers of steel filing cases. R. 213 (Bldg. 39) (792)

180. REPORTS OF NAVAL RESERVE PERSONNEL, Jan. 1930 to date. Monthly reports. Filed chronologically. (Daily, official.) 10 x 11½ envelopes, 8 in., in drawer of steel filing case. R. 213 (Bldg. 39). (399)

181. SERVICE RECORDS OF ENLISTED MEN, NAVAL RESERVES, July 1932 to date. Correspondence and records concerning enlisted naval reservists: name, length of service, classification, and promotions. Filed alphabetically. (Daily, official.) 4 x 9½ vols., 67 ft. 10 in., in 14 drawers of steel filing cases. R. 213 (Bldg. 39). (497)

182. BOARD OF INVESTIGATION REPORTS, Jan. 1933 to date. Reports on investigations for claim settlements. Filed alphabetically. (Daily, official.) 8½ x 11 folders and envelopes, 1 ft. 4 in., in drawer of steel filing case. R. 213 (Bldg. 39). (408)

183. MISCELLANEOUS REPORTS ENLISTED MEN, UNITED STATES NAVAL RESERVES, may 1933 to date. Recommendations for promotions and requests for transfers. Filed by subject. (Daily, official.) 9½ x 11½ folders, 5 in., in drawer of steel filing case. R. 213 (Bldg. 39). (786)

184. ALLOTMENTS GRANTED, July 1, 1933 to date. Form S. and A. 6A, allowances to officers for rent, subsistence, and travel to new assignments. Filed alphabetically. (Weekly, official.) 5 x 8 bundles, 2 in., in drawer of wooden filing case. N. side of 1st floor (Bldg. 32). (1976)

185. OFFICERS, CIVILIAN CONSERVATION CORPS, Sept. 15, 1933 - Feb. 1, 1934. Assignment of officers to CCC duty; also pertinent correspondence, and Form S. and A. 4, vouchers. Filed chronologically. (Daily, official.) 4 x 9 envelopes, 4 in., in drawer of steel filing case. N. side of 1st floor (Bldg. 32). (1974)

186. DISPATCH FILE, Jan. 1934 - Dec. 1935. Duplicate dispatches kept by Communications Officer. Filed chronologically. (Daily, official.) 6 x 9 loose papers, 1 ft. 1 in., in drawer of steel filing case. R. 213 (Bldg. 39). (409)

187. OFFICERS UNITED STATES NAVY, RETIRED, RESERVES, AND NURSES, June 1 - July 31, 1934. Forms S. and A. 1051 and NMS 49, correspondence concerning assignments to duty; flight records. Filed numerically. 3 x 5 card index, 4 in. (Weekly, official.) 4 x 9 envelopes, 8 in., in drawer of steel filing case. N. side of 1st floor (Bldg. 32). (1964)

188. OFFICERS, UNITED STATES NAVY, ACTIVE, June 1, 1934 to date. Form S. and A., 63A, officers requests for travel expenses. Filed numerically. 3 x 5 card index, 1 ft. 2 in. (Weekly, official.) 4 x 9 envelopes, 7 ft. 8 in., in 6 drawers of steel filing cases. N. side of 1st floor (Bldg. 32). (1971)

189. DAILY SPARES, June 1934 to date. Copies of incoming and outgoing letters. Filed according to the United States Navy Filing Manual. (Daily, official.) 8½ x 11 folders, 5 ft. 10 in., in 3 drawers of steel filing case. R. 213 (Bldg. 39). (788)

190. CURRENT CORRESPONDENCE FILE, Jan. 1, 1935 to date. Letters concerning salaries, allowances, mileage, promotions, retirements, and miscellaneous subjects. Filed by subject. (Daily, official.) 9½ x 14 folders, 6 ft. 3 in., in 4 drawers of steel filing case. N. side of 1st floor (Bldg. 32). (1973)

191. REPORTS OF EXPENDITURES AND ALLOTMENT MONEY OF UNITED STATES NAVAL RESERVE DIVISIONS, Jan. 1935 to date. Daily recapitulation of expenses, allotments and general financial matters. Filed chronologically. (Daily, official.) 10 x 15 envelopes, 5 ft., in 4 drawers of wooden filing case. R. 213 (Bldg. 39). (793)

192. COMMANDANT'S ORDERS, Jan. 1936 to date. Filed numerically. (Daily, official.) 4½ x 9½ jackets, 1 ft. 3 in., in drawer of steel filing case. R. 213 (Bldg. 39). (791)

193. CONFIDENTIAL RECORDS OF INVESTIGATIONS, no dates. Investigation of contracts, and other confidential matter handled by Commandant's office. (Weekly, official.) 8½ x 11 folders, 2 ft., in filing safe. R. 213 (Bldg. 39). (484)

Disbursing Office

194. DEEDS OF YARD, CHELSEA AND MALDEN, June 17, 1800 - May 25, 1868.

Copies of deeds of land for hospital grounds in Chelsea, niter works in Malden, and Boston Navy Yard. See addenda for complete descriptive material and dates. (Rarely, official, public.) 8½ x 13 3/4 vol., 1 in., on wooden shelf. Damaged by vermin, rodents, careless handling, faulty containers, brittle, dirty, bindings broken. Attic (Bldg. 32). (826)

195. LETTERS TO SECRETARY OF THE NAVY, Aug. 23, 1823 - Mar. 6, 1832; Jan. 3, 1840 - May 15, 1842. Concerning recruiting, transfers, health, discipline, desertions, and payment of salaries. See addenda for detailed description. Arranged chronologically. Augus23, 1825 - Mar. 7, 1832, indexed. (Rarely, official.) 8½ x 13 vols., 3½ in., on wooden shelf. Damaged by vermin, rodents, faulty containers, brittle, bindings broken, ink faded. Attic (Bldg. 32). (1684)

196. CONTRACTS, 1823 - 1824; 1830 - 1833; 1836 - 1837. Contracts, terms, and specifications for construction of navy yard buildings, sea and quay walls, machinery and equipment; also contracts for pumping machinery, dry dock, rope walk, and engine house for Chelsea Naval Hospital. Indexed. (Rarely, official.) 10 x 15 vols., 1 in., on wooden shelf. Damaged by vermin, rodents, careless handling, faulty containers, brittle, dirty, bindings broken, ink faded. Attic (Bldg. 32). (2242)

197. LETTERS FROM NAVY COMMISSIONER, AND OTHER NAVAL OR TREASURY OFFICIALS TO COMMANDANTS OF THE BOSTON NAVY YARD, 1824 - Aug. 12, 1842. Correspondence on construction of first dry dock, rope walk, yard wall, new main gate, and ships on ways, repairs of frigate Constitution and other vessels, officers, clerks, and laborers, orders for hospital, officers' dress, observance of mourning for Madison, Monroe, and Lafayette; copy of Boxers report of cruise to Africa, and traffic rules. Indexed, also 8½ x 13½ vol. index, 2 in. (Rarely, public.) 8½ x 11 vols., 3 ft., on open wooden shelf. Damaged by vermin, rodents, faulty containers, brittle, dirty, torn, bindings broken, ink faded. Attic (Bldg. 32). (2238)

198. LETTERS, TO SECRETARY OF NAVY AND TO THE BOARD OF NAVY COMMISSIONERS FROM THE COMMANDANT OF THE BOSTON NAVY YARD, COPIES, Dec. 6, 1834 - Mar. 13, 1835. Concerning yard routine, promulgation and execution of orders, ships at yard docks; Commodore Elliot's report on difficulty of assembling fleet in case of attack by France, the Constitution being the only vessel ready for sea; Commodore Dawnes recommendation of Charleston, S.C. as new navy yard. (Rarely, official, public.) 9¼ x 11 vol., 1 in., on open wooden shelf. Damaged by vermin, rodents, careless handling, faulty containers, brittle, dirty, torn, bindings broken, ink faded. Attic (Bldg. 32). (2239)

199. CORRESPONDENCE OF BUREAU OF YARDS AND DOCKS, Jan. 5 - Dec. 31, 1847. Letters to Commodore F. A. Parker concerning approval of contracts for building construction, purchases of materials, and adjustments of wages and hours of labor; also monthly report on expenses and salaries at navy yard and Chelsea Marine Hospital. Entered chronologically.

(Rarely, official, public.) 8 x 13 vol., 1 in., on open wooden shelf. Damaged by vermin, rodents, careless handling, faulty containers, brittle, dirty, bindings broken, ink faded. Attic (Bldg. 32). (2245)

200. BILLS UNDER BUREAU OF ORDNANCE, Aug. 30, 1847 - Dec. 23, 1853. Bills for ordnance material supplied to navy yard: name of supply house, purpose of purchase, division supplied; description of cannon, muskets, pistols, ammunition in use; bills charged against "Bomb Vessels", of type then being tried with Gulf Squadron during Mexican War; also list of ships stationed at navy yard. (Rarely, official, public.) 8½ x 13 3/4 vol., 1 in., on open wooden shelf Damaged by vermin, rodents, faulty containers, bindings broken. Attic (Bldg. 32). (2246)

201. YARD REPORTS, Jan. 3, 1856 - 1883; 1889 - Dec. 28, 1894. Copies of incoming and outgoing correspondence concerning management and administration of yard, estimates, and expenditures; also reports on ships in dock. (Rarely, official.) 8½ x 14 vols., 8 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, brittle, bindings broken, ink faded. Attic (Bldg. 32). (2240)

202. PAPERS RELATING TO THE LAYING OF THE FIRST TRANSATLANTIC CABLE, AND COPIES OF LOGBOOKS OF THE STEAM FRIGATE NIAGARA WHICH ASSISTED IN THE WORK, Jan. 5, 1856 - Nov. 18, 1858. Correspondence with Atlantic Cable Co., Ltd., London, with American Vice-Consul at Liverpool, and with Capt. W. Breedy of H.M.S. Agamemnon; also progress and final reports of Capt. Hudson of U.S.S. Niagara. (Rarely, official, public.) 8½ x 13 vols., 2 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, brittle, bindings broken, ink faded. Attic (Bldg. 32). (2241)

203. INDEX OF TRANSACTIONS, Feb. 22, 1864 - Jan. 29, 1888. Record of all navy yard transactions. Filed alphabetically. (Yearly, official.) 8½ x 13½ vols., 1 ft. 6 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, dirty, bindings broken. N. side of attic (Bldg. 32). (1574)

204. PURCHASES AND KEY TO CORRESPONDENCE, Sept. 13, 1864 - Sept. 14, 1865; Oct. 23, 1873 - Apr. 1874. Ledger record of appropriations and purchases; guide to Washington correspondence; information on supply shipments to blockading squadrons during Civil War; undated plan of granite dry dock. See addenda for list of ships. Entered numerically. (Rarely, official.) 12 x 14½ vol., 1½ in., on wooden shelf. Attic (Bldg. 32). (1628)

205. INVENTORY OF SUPPLIES, Mar. 24 - May 14, 1865. Stores and supplies in custody of Bureau of Construction and Repair. Entered alphabetically. (Rarely, official.) 9 3/4 x 14 3/4 vols., 2 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, bindings broken. Attic (Bldg. 32). (2247)

206. REGISTER OF MONEY REQUISITIONS, May 12, 1869 - Aug. 4, 1880. Requisitions submitted by paymasters for approval and signature of Com-

mandant: date, amount of requisitions, and division requesting funds. (Rarely, official, public.) 8½ x 14 vol., 1 in., on open wooden shelf. Damaged by vermin, rodents, careless handling, faulty containers, dirty. Attic (Bldg. 32). (2243)

207. OLD CONTRACTS, 1872 - 1873; 1878 - 1888. Copies of contracts for provisions and other commodities, proposals for bids, and specifications for supplies. (Rarely, official, public.) 8½ x 15 vols., 5 in., on open wooden shelf. Damaged by vermin, rodents, careless handling, faulty containers, brittle, dirty, torn, bindings broken, ink faded. Attic (Bldg. 32). (2244)

208. EXAMINATION ORDERS, Apr. 25, 1901 - Aug. 3, 1908. Orders for competitive examinations for master machinist, master ship's plumber, and other positions: name, address of applicant, date application received, and date accepted. Filed chronologically. (Yearly, official.) 8½ x 13 3/4 vol., 1 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers, dirty. N. side of attic (Bldg. 32). (1580)

209. REQUISITION REGISTER, July 1, 1903 - Dec. 31, 1907. Requisitions for supplies for navy yard and ships at yard docks. Arranged chronologically. Indexed. (Yearly, official.) 9 x 13 3/4 vols., 3 in., on open wooden shelf. Damaged by vermin, rodents, faulty containers. N. side of attic (Bldg. 32). (1581)

210. CASH BOOKS, Jan. 1905 - Dec. 1932. Record of cash receipts and disbursements by check. Arranged chronologically. (Older records, rarely; current records, daily; official.) See addenda for variously sized vols., 5 ft. 7 in., on open wooden shelves and on top of safe. Damaged by vermin, rodents, dirty, ink faded. Attic and Disbursing Office (Bldg. 32). (860, 1562)

211. PAY ROLL CORRESPONDENCE, Jan. -Dec. 1909; Jan. 1914 to date. Letters concerning pay rolls for Labor and Engineering Divisions, overtime pay, enlisted men's entertainment and expenses, deposits, forged pay vouchers; also public bills, officers' income taxes, contributions to Red Cross and Japanese Relief, political activity, progress of work; retirement reports. Filed chronologically. (Jan. 1909 - Dec. 1927, rarely; Jan. 1928 to date, daily; official.) 9 x 12 folders and 6 x 8 bundles, 12 ft. 9 in., in 5 drawers of steel filing cases. Dirty. Attic and N. side of 1st floor (Bldg. 32). (876, 1578)

212. OFFICER'S VOUCHERS, Sept. 1917 - Nov. 1928. Itemized bills submitted to Disbursing Office for payments. Filed chronologically. 3 x 5 card index. (Rarely, official.) 3 x 8 packages, 3 ft., on open wooden shelf. E. side of attic (Bldg. 32). (1441)

213. DEAD ACCOUNTS, Sept. 1917 - Dec. 1928. Records of former naval personnel whose allotments and salaries were received through Disbursing Office. Arranged numerically. 3 x 5 card index, 3 ft. 2 in. (Rarely, official.) Variously sized loose-leaf books and bundles, 8 ft., on open wooden shelves. Dirty. E. side of attic (Bldg. 32). (1476, 1486)

214. ANALYSIS OF CHARGES. Jan. 1, 1918 to date. Forms S. and A. 13, account of money charged to various yard divisions. Filed chronologically. (Monthly, official.) 10 x 15 envelopes, 5 in., in drawer of steel filing case. N. side of 1st floor (Bldg. 32). (2043)

215. TRANSMITTAL OF VOUCHERS OUTSTANDING, Jan. 1918; Feb. 1925 - Dec. 1928. Reports used for balancing cash disbursement accounts. Filed chronologically. (Rarely, official.) 8½ x 11½ folders, 2 ft. 1 in., on open wooden shelf. Damaged by vermin, rodents, dirty. S. side of attic (Bldg. 32). (1444)

216. CERTIFICATES OF ACTIVE SERVICE OF NAVAL RESERVE OFFICERS, Jan. 1925 - Dec. 1931. Certificates and reports on service of officers in various Naval Reserve branches. Filed chronologically. (Rarely, official.) 8½ x 11 ½ folders, 1 ft. 2 in., on open wooden shelf. Damaged by vermin, rodents, brittle, dirty. Attic (Bldg. 32). (542)

217. CIRCULAR LETTERS, Jan. 1926 - Dec. 1933. Circular letters on bids and contracts from government departments to navy yard; letters from Bureau of Navigation, Supplies and Accounts, Budget Bureau, and Office of Coordinator. Filed chronologically. (Rarely, official.) 8 x 12 bundles, 8 in., on open wooden shelf. Damaged by vermin, brittle, dirty. Attic (Bldg. 32). (659)

218. SALES OF CONDEMNED MATERIALS, Jan. 1926 to date. Sales of condemned materials: name of vendee and money received. Filed chronologically. (Jan. 1926 - Dec. 1933, rarely; Jan. 1934 to date, daily, official.) 10 x 15 envelopes, 3 ft. 8 in., on 2 open wooden shelves and on steel shelf. Jan. 1926 - Dec. 1933, damaged by vermin, brittle, dirty. Attic and N. side of 1st floor (Bldg. 32). (871, 2047)

219. CARBON COPIES OF CHECKS, Jan. - Dec. 1927; Jan. 1, 1936 to date. Copies of Treasury checks issued through Disbursing Office. Filed chronologically. (Jan. - Dec. 1927, rarely; Jan. 1936 to date, daily, official.) 8¼ x 17 bundles, 1 ft. 10 in., on open wooden shelf and in safe. Jan. - Dec. 1927, damaged by vermin, brittle, dirty. Attic and Disbursing Office (Bldg. 32). (855, 1575)

220. ACCOUNT CURRENT, July 1928 - Oct. 1929. Appropriations received by Disbursing Office. Filed chronologically. (Rarely, official.) 10 x 15 envelopes, 1 ft. 7 in., on open wooden shelf. Damaged by vermin, faulty containers, dirty. Attic (Bldg. 32). (863)

221. CURRENT ACCOUNTS, Dec. 1, 1928 to date. Forms S. and A. 31, ledger reports of allotments, salaries for naval personnel. Arranged chronologically. (Daily, official.) 12 x 14 loose-leaf books, 3 ft. 1 in., on steel shelf. N. side of 1st floor (Bldg. 32). (2215)

222. OFFICERS' VOUCHERS, DEAD, Dec. 1, 1928 to date. Forms S. and A. 63A, vouchers submitted by former naval officers for payment. Filed numerically. 3 x 5 card index, 1 ft. 8 in., (Monthly, official.) 4 x 9 envelopes, 8 ft. 6 in., in 7 drawers of steel filing cases. N. side,

1st floor (Bldg. 32). (2222)

223. CURRENT TRANSMITTAL OF VOUCHERS, Jan. 1, 1929 to date. Forms S. and A. 9, cash disbursement balances; relative correspondence. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft. 9 in., in drawer of steel filing case. N. side of 1st floor (Bldg. 32). (2041)

224. RECENT RECORDS OF THE ACCOUNT CURRENT, Nov. 1, 1929 to date. Forms S. and A. 28, reports of appropriations received by Disbursing Office. Filed chronologically. (Monthly, official.) 10 x 15 envelopes, 6 ft. 2 in., on 2 open wooden shelves. N. side, 1st floor (Bldg. 32). (2216)

225. STANDARD FORMS OF GOVERMENT CONTRACTS, Jan. 1930 - Feb. 1934. Contracts for navy yard supplies. Filed chronologically. (Rarely, official.) $8\frac{1}{4}$ x 14 bundles, 1 ft., in drawer of steel filing case. Damaged by vermin, brittle, dirty. Attic (Bldg. 32). (875)

226. VOUCHERS OF DISBURSING OFFICE, Jan. 1930 to date. Form 1034, public vouchers for purchases and services other than personal: purchases for Secretary's Office, Medical Unit, Marine Corps, and other divisions; also vouchers for miscellaneous expenses of Disbursing Office. Filed chronologically. (Jan. 1930 - Dec. 1934, rarely; Jan. 1935 to date, daily, official.) $8\frac{1}{2}$ x 14 bundles and loose papers, 20 ft. 1 in., in 14 drawers of steel filing cases and on open wooden shelf. Jan. 1930 - Jan. 1935, damaged by vermin, dirty. Attic and N. side, 1st floor (Bldg. 32). (874, 1577)

227. RECEIPTS FOR BILLS, Jan. 1930 to date. Receipts for paid bills. Filed chronologically. (Jan. 1930 - Dec. 1932, rarely; Jan. 1932 to date, daily, official.) $9\frac{1}{2}$ x 15 envelopes, 1 ft. 11 in., on open wooden shelf and in drawer of steel filing case. Jan. 1930 - Dec. 1931, damaged by vermin, brittle, dirty, Attic and N. side, 1st floor (Bldg. 32). (541, 1564)

228. VOUCHERS FOR RENTAL AND SUBSISTENCE ALLOWANCE, Aug. 1931 - Sept. 1932; Oct. 1933 to date. Forms S. and A. 201, vouchers for officers' rent and subsistence. Filed chronologically. Aug. 1931 - Dec. 1935, 3 x 5 card index. (Aug. 1931 - Dec. 1935, rarely; Jan. 1936 to date, daily, official.) 7 x 8 bundles, 3 ft. 9 in., on open wooden shelf and in drawer of wooden filing case. Aug. 1931 - Dec. 1935, dirty. Attic and N. side, 1st floor (Bldg. 32). (1065, 2214)

229. SUBJECT FILE, Jan. 1932 - Dec. 1934. Renewals of leases, contracts forwarded, miscellaneous circular letters, and acknowledgements of yard mail. Filed by subject. (Rarely, official.) $9\frac{1}{2}$ x $14\frac{1}{2}$ loose papers, 1 ft. 3 in., in drawer of steel filing case. Damaged by vermin, dirty. Attic (Bldg. 32). (1074)

230. CLASSIFIED INDUSTRIAL ROLLS, Jan. 1932 to date. Form 1973, record of checks paid to industrial workers under supervision of Captain of Yard; Hingham classified rolls including name and classification of

worker. Filed chronologically. (Jan. 1932 - Dec. 1935, rarely; Jan. 1936 to date, weekly, official.) 12 x 18 covers and 11 x 17 packages (84), 3 ft. 9 in., on open wooden shelves. Jan. 1932 - Dec. 1935, damaged by vermin, dirty. Attic and N. side, 1st floor (Bldg. 32). (873, 2044)

231. ABSTRACTS OF ALLOTMENTS GRANTED, July 1, 1933 to date. Recapitulation of allotments to naval personnel. Filed chronologically. (Monthly, official.) 11 x 23 loose-leaf books, 2 in., in drawer of wooden filing case. N. side, 1st floor (Bldg. 32). (2110)

232. ORDERS FOR SUPPLIES OR SERVICES, Aug. 1933 - June 1934. Forms S. and A. 105, requisitions for supplies and services for Disbursing Office. Filed chronologically. (Aug. 1933 - June 1934, rarely; July 1934 to date, daily; official.) 10 x 15 envelopes and 10 x 15 loose papers, 3 ft. 3 in., on open wooden shelf and in drawer of steel filing case. Aug. 1933 - June 1934, damaged by vermin, brittle, dirty. Attic and Disbursing Office (Bldg. 32). (858, 1579)

233. CASH BOOK, Sept. 29, 1933 to date. Expenditures for construction of U.S.S. Case and U.S.S. Coyningham under sponsorship of NIRA, Arranged chronologically. (Weekly, official.) 8 x 17 vol., 1 in., in safe. N. side, 1st floor (Bldg. 32). (1569)

234. CURRENT CONTRACTS, Mar. 1, 1934 to date. Forms S. and A. 32, and 443, contracts for supplies for navy yard. Filed chronologically. (Daily, official.) $8\frac{1}{4}$ x 14 loose papers, 2 ft. 2 in., in drawer of steel filing case. Disbursing Office (Bldg. 32). (1563)

235. GENERAL CORRESPONDENCE, Jan. 1935 to date. General letters concerning Disbursing Office. Filed according to the United States Navy Filing Manual. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. 39 annex). (1104)

236. CORRESPONDENCE FILE, Jan. 1935 to date. Letters concerning navy yard pay roll accounts. Filed by subject. (Daily, official.) $8\frac{1}{4}$ x 11 loose papers, 2 ft., in drawer of steel filing case. 1st floor (Bldg. 39 annex). (1103)

237. PAY ROLL VOUCHERS, Jan. 1935 to date. Vouchers for salaries paid to employees. Filed numerically, Index. (Daily, official.) $8\frac{1}{2}$ 10 papers, 28 ft., in 14 drawers of steel filing cases. 1st floor (Bldg. 39 annex). (1439)

238. TRANSPORTATION RECORDS, July 1935 to date. Expenses of transporting men to and from Receiving Station. Filed alphabetically. (Weekly, official.) $8\frac{1}{2}$ x 11 loose papers, 2 ft., in drawer of steel filing case. 1st floor (Bldg. 39 annex). (1445)

District Communication Office

The Communication Office was established in Building 39 in Dec.1912.

The radio station's transmitting apparatus is in the attic, while its receivers are located on the 3rd floor of the building. A twenty-four hour watch is maintained during which all radio messages intercepted, received or relayed are recorded by the operator on duty. The Boston office is the headquarters for the Communications District (which embrace the same area as the First Naval District) and has jurisdiction over a smaller radio station at Portsmouth, New Hampshire. Unless the fleet is operating in the vicinity, there is comparatively little radio activity in the district. All of the records, consisting mostly of coded messages, are retained in modern equipment in the operating rooms.

240. SECRET AND CONFIDENTIAL DATA, Jan. 2, 1930 to date. Important data, correspondence and reports available only to officials. Filed by subject. (Daily, official.) 8½ x 11 folders, envelopes, and loose-leaf books, 1 ft. 8 in., in metal safe. SW. room, 3d floor (Bldg. 39). (138)

241. RADIO AND TELEGRAM COMMUNICATIONS, Jan. 1933 to date. Copies of radio and telegraph messages concerning naval matters; especial note is made of distress communications. Filed numerically. (Daily, official.) Variously sized folders, envelopes, and loose papers, 134 ft. 7 in., in metal filing cases. NW. room, 3d floor (Bldg. 39). (139)

242. GENERAL CORRESPONDENCE, Jan. 2, 1933 to date. Mostly regarding routine activities; with some private and official letters relating to enlisted men. Filed according to the United States Navy Filing Manual. (Daily, official.) 8½ x 11 folders and envelopes, 16 ft. 9 in., in metal filing cases. NW. room, 3d floor (Bldg. 39). (140)

243. RADIO ENLISTED MEN'S SERVICE RECORDS, Jan. 1, 1936 to date. Give names, ages, ranks, dates of enlistment, rates of pay and assignments of radiomen. Filed alphabetically. (Daily, official.) 4½ x 9 pockets, 3 ft. 6 in., in metal document holders. NW. room, 3d floor (Bldg. 39). (137)

244. NAVIGATION CHARTS FOR FIRST NAVAL DISTRICT, Jan. 1, 1936 to date. Charts of navigable New England waters, used for determining ships' positions or locating those sending messages. (Monthly, official.) Variously sized loose sheets, 6 in., in map drawers. S. room, 3d floor (Bldg. 39). (790)

First Naval District Headquarters

Correspondence

245. GENERAL CORRESPONDENCE PERTAINING TO RECREATION OF ENLISTED MEN IN UNITED STATES NAVY, Jan. 1904 to date. Correspondence concerning recreational facilities for enlisted men. Filed by subject. (Daily, official.) 8 x 14 vols. and 8½ x 11 folders, 1 ft. 9 in., in wooden filing cases. R. 320 (Bldg. 39). (25)

246. CENTRAL FILES, 1910 - 1924. Correspondence, reports, orders,

and memoranda, on matters handled by Commandant's office. Filed alphabetically. Index. (Monthly, official.) 10 x 12 and 10 x 15 folders, 648 ft. 1 in., in filing cases and metal transfer cases. Some slightly damaged by rodents. R. 361 (Bldg. 39). (2130)

247. CONFIDENTIAL AND SECRET CORRESPONDENCE, Jan. 2, 1917 to date. Correspondence available only to officials. Filed by subject. 3 x 5 card index, 6 in. (Daily, official.) Variously sized vols., folders, and envelopes, 9 ft. 6 in., in metal filing case and on shelf. R. 320 (Bldg. 39). (131)

248. RECORD OF DISPATCHES RECEIVED AND SENT, FIRST NAVAL DISTRICT, DURING WAR PERIOD, Apr. 1, 1917 - Feb. 28, 1919. Telegrams, dispatches, and stenographic notes, regarding transport, yard operations, and regulation of fleet during World War. (Never.) 8½ x 11 clipped sheets, 7 ft., in metal transfer cases. R. 361 (Bldg. 39). (17)

249. MISCELLANEOUS CORRESPONDENCE AND REPORTS, FORMER SECOND NAVAL DISTRICT, 1917 - 1930. Correspondence, telegrams, and reports, regarding orders, rules, regulations, activities, and requisitions. Filed chronologically. (Rarely, official.) 8½ x 11 folders and 10 x 15 envelopes, 19 ft., in filing cases. Some damaged by faulty containers, brittle, torn. R. 361, (Bldg. 39). (12)

250. RADIO SCHOOL, CAMBRIDGE, MASSACHUSETTS, CORRESPONDENCE, 1917 - 1921. Correspondence, records, reports, and memoranda, of discontinued radio school; also personnel records. 3 x 5 card index, 4 ft. (Never.) 8½ x 11 folders and 3 x 5 cards, 7 ft., in filing cases and card cabinet. R. 361 (Bldg. 39). (7)

251. MISCELLANEOUS CORRESPONDENCE FROM SHIPS' FILES, 1917 - 1929. Correspondence concerning advancement, rating of naval and naval reserve personnel; also medical histories. Filed by subject. (Weekly, official.) Variously sized vols., folders, envelopes, and packages, 34 ft., in filing cases. Dirty. R. 361 (Bldg. 39). (9)

252. RECORDS OF FIRST NAVAL DISTRICT MEDICAL AID, 1917 - 1929. Correspondence and reports regarding personnel; also complete medical histories. 3 x 5 card index, 17 ft. (Occasionally, official.) Variously sized vols., folders, envelopes, and pockets, 37 ft., in filing cases. Dirty. R. 361 (Bldg. 39). (6)

253. NAVAL RESERVE FORCE CORRESPONDENCE FILE, 1917 - 1929. Correspondence regarding orders, regulations, activities, and service, of reserves during and after the war. Entered numerically. 3 x 5 card index, 8 in. (Monthly, official.) Variously sized vols., folders, and bundles, 17 ft., in filing cases. Dirty. R. 361 (Bldg. 39). (8)

254. PERSONNEL, OFFICE CORRESPONDENCE FILES, 1917 - 1929. Correspondence concerning enlistment, assignment, transfer, discharge, discipline, and duties, of employees. Filed alphabetically. (Daily, official.) Variously sized vols., folders, envelopes, and bundles, 82 ft.

8 in., in filing cases. Dirty, scattered. R. 361 (Bldg. 39). (5)

255. CONFIDENTIAL PLANS, 1917 to date. Plans available only to officers attached to headquarters. Filed by subject. 8 x 16 key lock index. (Daily, official.) 9 x 11 loose-leaf books and 18 x 20 loose sheets, 9 ft. 8 in., in safe. R. 320 (Bldg. 39). (23)

256. MISCELLANEOUS CIRCULAR LETTERS, 1919 - 1932. Circular letters, telegrams, and pamphlets, concerning naval activities. Filed alphabetically. (Daily, official.) Variously sized vols., folders, envelopes, and pockets, 62 ft., in filing cases. R. 361 (Bldg. 39). (14)

257. UNITED STATES NAVAL RESERVE, ENLISTED MEN'S DISCHARGE FILE, 1921 - Sept. 1935. Correspondence, reports, on discharge of enlisted men from First Naval District Naval Reserve. Filed numerically. 3 x 5 card index, 48 ft. 4 in. (Weekly, official.) 4½ x 9½ folders, 2092 ft. 3 in., in filing cases. One filing case damaged by water, rodents. R. 361 (Bldg. 39). (3)

258. SECRETARY OF THE NAVY REPORTS, Jan. 22, 1922 to date. General orders, rules, and regulations, regarding routine activities of navy yards. Filed chronologically. (Rarely, official.) Variously sized papers, 9 in., in metal filing case. Court Martial Office (Bldg. 39). (136)

259. GENERAL COURTS MARTIAL CORRESPONDENCE, Jan. 1922 to date. Correspondence concerning courts martial, summonses for witnesses; also reports of investigations. Older records filed alphabetically; later records filed according to the United States Navy Filing Manual. (Monthly, official.) 8 x 10 and 10 x 15 folders, 6 ft. 6 in., in filing cases. Court Martial Office (Bldg. 39). (129)

260. CORRESPONDENCE AND RECORDS OF SENIOR INSTRUCTOR FOR NAVAL RESERVES OF THE FIRST NAVAL DISTRICT. Jan. 1933 to date. Correspondence, rules, regulations, and orders to instructor; miscellaneous records of activities. Filed according to the United States Navy Filing Manual. (Daily, official.) 8½ x 11 folders, 3 ft., in filing cases. R. 363 (Bldg. 39). (134)

261. COMMERCIAL FACILITIES OF BUILDING AND REPAIRING VESSELS, Jan. 1, 1936 to date. Correspondence and records, regarding ship repair work done at navy yard on government or privately owned vessels. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 in., in metal filing case. R. 320 (Bldg. 39). (24)

Personnel

262. REPORTS OF TRANSCRIPT OF SERVICES FOR PAY PURPOSES, UNITED STATES NAVAL RESERVE, Apr. 1917 - July 1920. Register of persons released from active duty. Some filed chronologically, some numerically. (Daily, official.) 8½ x 15 envelopes and 8½ x 13 loose sheets, 6 ft. 6 in., in filing cases. Torn. R. 361 (Bldg. 39). (10)

263. TRANSPORTATION REQUEST STUBS FOR UNITED STATES NAVY, ENLISTED MEN, Apr. 1917 - 1920. Tabulation of travel requests, transportation orders. Some filed chronologically, some numerically. (Daily, official.) Variously sized vols., folders, envelopes, pockets, and loose papers, 10 ft., in filing cases. R. 361 (Bldg. 39). (15)

264. RECORDS OF MEDALS ISSUED UNITED STATES NAVY FIRST NAVAL DISTRICT DURING WAR PERIOD, 1917 - 1919. Abstracts of citations made on issuance of medals: name, rank of recipient, and date of presentation. Filed numerically. (Monthly, official.) 8½ x 15 folders and loose papers, 7 ft., in filing cases. Torn. R. 361 (Bldg. 39). (4)

265. MEDICAL SURVEY AND DEATHS, UNITED STATES NAVY ENLISTED MEN, 1917 - 1931. Clinical charts, death certificates: name, age, of deceased; date, and cause of death. Some filed alphabetically, some chronologically, and some by subject. (Monthly, official.) 8 ft. 8 in., in filing cases. R. 361, (Bldg. 39). (16)

266. UNITED STATES NAVAL RESERVE OFFICERS DISCHARGED, 1917 to date. Records, correspondence, and reports, concerning activities, promotions, and transfers, of reserve officers from date of enlistment to discharge. Filed numerically. 3x 5 card index, 14 ft. 5 in. (Daily, official.) 4 x 9½ pockets, 420 ft., in filing cases. R. 361 (Bldg. 39). (1)

267. ACTIVE FLEET OFFICERS, UNITED STATES NAVAL RESERVE, 1922 to date. Changes in status of active reserve officers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in card cabinet. R. 363 (Bldg. 39). (132)

268. MUSTER ROLL CHANGES, UNITED STATES NAVAL RESERVE ENLISTED MEN, 1925 - 1931. Changes caused by discharges, transfers, and new enlistments. Filed chronologically. (Daily, official.) 4 x 6 cards, 3 ft., in wooden card cabinet. R. 361 (Bldg. 39). (13)

269. QUARTERLY EXAMINATIONS OF ENLISTED PERSONNEL, UNITED STATES NAVAL RESERVE, July 1933 to date. Original examination papers in quarterly examinations, noting rating received. Filed chronologically. (Daily, official.) 8½ x 11 folders and envelopes, 1 ft., in metal filing case. R. 363 (Bldg. 39). (135)

270. NAME AND RATING OF ENLISTED PERSONNEL, UNITED STATES NAVAL RESERVE REQUIRED TO TAKE QUARTERLY EXAMINATIONS, 1936 to date. Men applying for promotion examinations: name, rank of applicant, date, and result of previous examination. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 2 in., in card cabinet. R. 363 (Bldg. 39). (133)

Marine Barracks

271. WATCH AND GUARD REPORTS, Jan. 1829 - Dec. 1911. Log of occurrences in navy yard; date and time of entry, and departure of officers and visitors, and freight log. Filed chronologically. (Never.) 9 x 14

vols., 41 ft. 3 in., in 5 wooden boxes. NE. room 2d floor (Bldg. 136). (1078)

Medical Division

272. MISCELLANEOUS FILES, Jan. 1897 - Dec. 1927. Correspondence, records, and statistics, concerning medical reexamination of naval employees; also weekly reports on reductions in number of men employed in navy yard. Filed alphabetically. (Rarely, official.) 9 x 12 paper packages, loose sheets, 5 ft., in wooden locker. NE. room, basement (Bldg. 120). (1272)

273. YEARLY ABSTRACT OF PATIENTS, Jan. 1905 - Dec. 1909. Summary of calls made on sick personnel, including brief report on each case. Filed chronologically. (Rarely, official.) 9 x 14 paper packages, 1 ft. 6 in., in wooden locker. NE. room, basement (Bldg. 120). (970)

274. RECORD OF VENEREAL DISEASES, Jan. 1909 - Dec. 1913. List of personnel treated for venereal infections: name, rating, assignment of man; nature of disease, treatment given, date of discharge; copies sent Bureau of Medicine and Surgery. Arranged alphabetically. (Rarely, official.) 7 x 9 vols., 2 in., in wooden locker. NE. room, basement (Bldg. 120). (1090)

275. SANITARY REPORTS AND CORRESPONDENCE, Jan. 1909 - Dec. 1919. Reports on condition of navy yard sanitation system; plans for improvements including labor and material costs; copies sent to Bureau of Medicine and Surgery. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in wooden locker. Dirty. NE. room, basement (Bldg. 120). (1069)

276. RECORD OF INJURIES, Feb. 1911 - Dec. 1924. Register of injuries to civilian and enlisted personnel. Filed alphabetically. (Rarely, official.) 4 x 9 cards, 8 ft. 4 in., in 6 drawers of wooden card cabinets. Dirty. NE. room, basement (Bldg. 120). (1075)

277. COMPENSATION OF CLAIMS, July 7, 1914 - Mar. 1, 1917. Record of compensation claims for employees' disability: date received, forwarded. Filed chronologically. (Rarely, official.) $8\frac{1}{2}$ x 11 packages, 1 in., in wooden locker. NE. room, basement (Bldg. 120). (1071)

278. FILES OF INJURIES AND TREATMENTS, Jan. 2, 1917 to date. Lists of injured civilian navy yard employees: description of injuries. Filed numerically. 3 x 5 card index, 6 ft. 3 in. (Daily, official.) $5\frac{1}{2}$ x $10\frac{1}{2}$ pockets, 22 ft., in 11 drawers of steel filing cases. R. 2 (Bldg. 120). (1487)

279. WEEKLY ROSTER OF HOSPITAL CORPS, Jan. 1917 - Dec. 1926. List of medical personnel: name, rating, salary of corps member; originals filed with Bureau of Medicine and Surgery. Filed chronologically. (Rarely, official.) 8 x 10 packages, 4 in., in wooden locker. NE. room, basement (Bldg. 120). (974)

280. REQUISITIONS, Feb. 10, 1917 - June 14, 1927. Requisitions, bills of lading for appliances, furniture, pharmaceuticals, general supplies; originals sent to Bureau of Medicine and Surgery. Filed chronologically. (Monthly, official.) 4½ x 10 pockets, 4 ft. 3 in., in wooden box. NE. room, basement (Bldg. 120). (1271)

281. FORM F ON MEDICAL TREATMENT, May 1, 1917 to date. Record of medical treatment of yard personnel: diagnosis, treatment, and results. Filed alphabetically. (Monthly, official.) 3 x 5 loose papers, 3 ft., in 2 drawers of steel card cabinets. 1st floor (Bldg. 120). (1267)

282. HEALTH RECORDS, July 1, 1917 to date. Medical history of officers, enlisted men, Naval ROTC personnel, and marines; also record of those transferred. Filed alphabetically. (Weekly, official.) 3 x 5 cards and 4 x 9½ folders, 16 ft. 7 in., in 9 drawers of steel filing cases. 1st floor (Bldg. 120). (972)

283. JOURNAL OF MEDICAL DEPARTMENT, Dec. 9, 1917 - July 16, 1920. Account of daily inspection of medical station, food, water, and recommendations made by Senior Medical Officer. Filed chronologically. (Rarely, official.) 8½ x 11 paper packages, 2 in., in wooden locker. Damaged by rodents. NE. room, basement (Bldg. 120). (1443)

284. FORM X CARDS, NAVAL RESERVE, Jan. 1918 - Dec. 1918. Physical description of Naval Reserve applicants, with signature of examining Medical Officer; copies sent to Labor Board, and Bureau of Medicine and Surgery. Filed alphabetically. (Rarely, official.) 3 x 6 cards, 3 ft. 2 in., in wooden locker. NE. room, basement (Bldg. 120). (966)

285. COMPENSATION CORRESPONDENCE, Jan. 1918 - Dec. 1921. Correspondence, tabulations concerning injuries to navy yard employees: course of treatment followed, amount of disability compensation paid; copies are filed with the Labor Board, and Bureau of Medicine and Surgery. Filed chronologically. (Rarely, official.) 9 x 12 folders, packages, 1 ft. 3 in., in wooden locker. Damaged by rodents. NE. room, basement (Bldg. 120). (1280)

286. CIVILIAN STATISTICS, Dec. 31, 1918 - Oct. 31, 1923. Discontinued reports from dispensary to Commandant of Yard concerning injuries to yard employees, and treatment administered. Filed chronologically. (Rarely, official.) 8 x 11 folders, 1 in., in wooden locker. NE. room, basement (Bldg. 120). (1305)

287. REPORT OF INJURIES AND TREATMENTS, Jan. 2, 1919 - Dec. 31, 1931. Register of injuries to employees: name, date, nature of injury; copies sent to Labor Board, and Bureau of Medicine and Surgery. Filed chronologically. Indexed. (Occasionally, official.) 9 x 14 vols., 4 ft. 3 in., in wooden locker. NE. room, basement (Bldg. 120). (1212)

288. REQUISITIONS OF MEDICAL SUPPLIES, ABOARD SHIP, July 2, 1921 - Sept. 18, 1923. Requisitions from ships' officers to dispensary for medical supplies to be used aboard ship. Filed chronologically. (Never.)

7 x 8½ vols., 2 in., in wooden locker. NE. room, basement (Bldg. 120). (967)

289. MONTHLY INJURY CHARTS, Jan. 2, 1922 - Dec. 31, 1930. Tabulations of injuries: cause of injury, time, money lost, dangerous conditions in yard; suggestions for avoiding recurrence of injuries; copies sent to Labor Board, and Bureau of Medicine and Surgery. Filed chronologically. (Monthly, official.) 9 x 12 packages, 4 in., in wooden locker. NE. room, basement (Bldg. 120). (1084)

290. SICK CALL REPORT, Mar. 19, 1922 - Nov. 23, 1927. Physicians' daily account of calls made to ailing personnel. Arranged chronologically. (Rarely, official.) 9 x 14 vols., 2 ft. 3 in., in wooden locker. NE. room, basement (Bldg. 120). (973)

291. BOOK OF CAR TICKETS, Jan. 1922 - Dec. 1926. Record of car tickets issued to employees for trips to hospital. Arranged chronologically. (Rarely, official.) 7 x 9 vols., 2 in., in wooden locker. NE. room, basement (Bldg. 120). (1306)

292. HEALTH RECORD RECEIPTS, Jan. 1922 - Dec. 1933. Requests, receipts for health records of officers and enlisted men; copies sent to Labor Board, and Bureau of Medicine and Surgery. Filed numerically. 3 x 5 card index, 2 ft. 6 in. (Rarely, official.) 8½ x 10 paper packages, 1 ft. 3 in., in wooden locker. NE. room, basement (Bldg. 120). (1477)

293. PHYSICAL EXAMINATION RECORD, Jan. 2, 1923 to date. Record of physical examinations of civil service employees at navy yard. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 1 ft. 8 in., in 2 drawers of steel filing case. R. 2 (Bldg. 120). (1479)

294. RECORD OF APPOINTMENTS, Jan. 1923 - Dec. 1925. Orders for enlisted men to report for duty at dispensary: name, rating, work assigned, and duration of assignment. Filed alphabetically. (Rarely, official.) 8 x 10 bundles, 2 in., in wooden locker, NE. room, basement (Bldg. 120) (968)

295. RECORD OF ALCOHOL PURCHASES, Feb. 2, 1923 - Jan. 18, 1928. Orders for alcohol to be used in dispensary: date of purchase and name of doctor. Filed chronologically. (Rarely, official.) 8 x 14 packages, 2 in., in wooden locker. NE. room, basement (Bldg. 120). (1279)

296. RECORDS OF POISON PURCHASES, Feb. 2, 1923 - Sept. 29, 1929. Orders for poisons used for medicinal purposes: number, cost of drug, signature of doctor, date of order; copies filed with Labor Board, and to the Bureau of Medicine and Surgery. Filed chronologically. (Rarely, official.) 8 x 14 packages, 1 in., in wooden locker. NE. room, basement (Bldg. 120). (971)

297. TRANSFER OF PROPERTY, July 19, 1923 - July 21, 1925. Orders for inter-divisional transfer of property with inventories included; copies sent to Labor Board and to Bureau of Medicine and Surgery. Filed

chronologically. (Rarely, official.) 8 x 10½ paper packages, 1 in., in wooden locker. NE. room, basement (Bldg. 120). (1073)

298. PRESCRIPTION BOOKS, July 1924 - June 1928. Record of compounded prescriptions. Arranged numerically. (Monthly, official.) 8½ x 14 vols., 1 ft. 6 in., in wooden locker. NE. room, (Bldg. 120). (1273)

299. TRANSFER OF PATIENTS TO HOSPITAL, Jan. 1925 - Dec. 1930. Reports to Commanding Medical Officer: names of patients sent to hospital, nature of disability or disease, and signature of doctor making report. Filed alphabetically. (Never.) 8 x 10½ bundles, 2 in., in wooden locker. NE. room, basement (Bldg. 120). (1076)

300. MONTHLY DATA OF INJURIES, Jan. 1925 - Dec. 1933. Report of injuries sustained by civilian and enlisted personnel: course of treatment followed, and time lost from work; copies sent to Labor Board, and Bureau of Medicine and Surgery. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in wooden locker. NE. room, basement (Bldg. 120). (1481)

301. GENERAL CORRESPONDENCE, Jan. 1 - Dec. 31, 1926. Letters about activities of dispensary, reports to Labor Board and Bureau of Medicine and Surgery concerning examinations, treatment of injuries, and requisitions for medical and other supplies. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 in., in wooden locker. NE. room, basement (Bldg. 120). (1088)

302. GENERAL FILES, Jan. 1926 - Dec. 1928. Requests for delivery, exchange of supplies; medical supervisors' records, monthly hospital report of medical, surgical, and dental departments; and circular letters, bulletins, and requisitions. Filed alphabetically. (Monthly, official.) 9 x 12 bundles, 5 ft. 5 in., in wooden locker. NE. room, basement (Bldg. 120). (1478)

303. RECORDS OF DENTAL TREATMENT, Jan. 1926 - Dec. 1928. Record of dental treatment of yard personnel: name of patient, type of dentistry performed, fee charged, name of dentist. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 10 in., in 4 drawers of wooden card cabinet. NE. room, basement (Bldg. 120). (1265)

304. OPEN PURCHASE AND SUPPLY REQUISITIONS, Jan. 2, 1928 to date. Tabulation of purchases of medical supplies and equipment for dispensary; used as check for kind, quantity, and cost of materials. Filed numerically. Indexed. (Daily, official.) 7 x 10 pockets, 1 ft., in wooden transfer case. R. 2 (Bldg. 120). (1488)

305. RECORD OF NARCOTIC PURCHASES, Feb. 24, 1928 - Dec. 31, 1932. Prescriptions, recording use of narcotics. Filed numerically. (Rarely, official.) 6½ x 8½ vols. (4), 1 ft. 2 in., in wooden locker. NE. room, basement (Bldg. 120). (969)

306. GENERAL CORRESPONDENCE, Jan. 2, 1929 to date. Letters concerning personnel, physical examinations, health records and supplies.

Filed by subject. (Daily, official.) 10 x 12 folders, 11 ft. 8 in., in 7 drawers of steel filing cases. R. 2 (Bldg. 120). (1452)

307. DEPENDENTS' FILE, June 1, 1929 to date. Record of dependents of officers and enlisted men, under treatment for disability or disease. Filed alphabetically. (Occasionally, official.) 9 x 10 folders, 1 ft. 4 in., in drawer of steel filing case. R. 2 (Bldg. 120). (1447)

308. OFFICERS AND ENLISTED PERSONNEL MEDICAL RECORDS, Jan. 1930 to date. Records, reports, correspondence; also visible ready reference system; medical record of personnel treated currently or excused from further treatment. Filed alphabetically. (Daily, official.) Variously sized folders, jackets and cards, 63 ft. 5 in., in 20 drawers of steel filing cases. R. 344 (Bldg. 39). (412)

309. MEDICAL RECORD OF INJURY AND TREATMENT, Jan. 1, 1936 to date. Tabulations, quarterly reports of injuries suffered by WPA and navy employees; also treatment given. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 2 in., in 4 drawers of wooden card cabinet. R. 2 (Bldg. 120). (1448)

310. X-RAYS OF FINGERS AND TOES. Exposures taken on civilian workmen and enlisted personnel, injured or disabled. Still photographic film, x-ray negatives (464), in jackets. Filed alphabetically. N. side, 1st floor (Bldg. 120). (P-2813)

311. GENERAL X-RAYS OF CIVILIAN EMPLOYEES. X-ray negatives (457), in drawer of filing cabinet. Card index. S. side, 1st floor (Bldg. 120). (P-2814)

Motion Picture Exchange

312. CORRESPONDENCE, Dec. 1931 to date. Correspondence with individuals and organizations having business with film exchange. Filed chronologically. (Weekly, official.) 8½ x 12 folders, 6 in., in drawer of steel filing case. SW. corner, 1st floor (Bldg. 39, annex). (2926)

313. ASSESSMENT REPORTS, Jan. 1932 to date. Assessment made against clubs and agencies in the district, for film exchange services. Filed chronologically. (Monthly, official.) 8½ x 12 folders, 5 in., in drawer of steel filing case. SW. corner, 1st floor (Bldg. 39, annex). (2919)

314. INCOMING AND OUTGOING DISPATCHES, Jan. 27, 1933 to date. Radio communication with Central Film Exchange, New York. Filed chronologically. (Weekly, official.) 8½ x 12 folders, 3 in., in drawer of steel filing case. SW. corner, 1st floor (Bldg. 39, annex). (2924)

315. MONTHLY REPORTS ON UNITS' MOTION PICTURE PROGRAMS, June 1933 to date. Report of films shown at various units during month, including date of showing, and title of picture. Filed chronologically. (Weekly, official.) 8½ x 12 folders, 5 in., in drawer of steel filing case. SW. corner, 1st floor (Bldg. 39, annex). (2917)

316. MOTION PICTURE PROGRAM, June 2, 1933 - Dec. 28, 1935. Form 14464-11-30-31-3M, bookings for motion pictures at naval stations, including date of showing and title of film. Filed chronologically. ((Weekly, official.) 8 x 10½ loose papers, 6 in., in drawer of steel filing case. SW. corner, 1st floor (Bldg. 39, annex). (2758)

317. FILMS SHIPPED, Aug. 15, 1934 to date. Film shipments showing place from which received, and destination. Filed numerically. (Weekly, official.) 3 x 5 cards, 1 ft. 6 in., in 3 drawers of wooden card cabinet. SW. corner, 1st floor (Bldg. 39, annex). (2925)

318. BILLS OF LADING, Oct. 1935 to date. Government bills of lading: description of films, and shipping orders. Filed chronologically. (Monthly, official.) 8½ x 12 folders, 4½ in., in drawer of steel filing case. SW. corner, 1st floor (Bldg. 39, annex). (2918)

319. EXHIBITION AND TRANSFER REPORTS, Jan. 2, 1936 to date. Form 4-5964, incoming and outgoing films: program number, title, number of reels, date of exhibition. Filed alphabetically. (Weekly, official.) 8 x 10½ loose papers, 1 ft. 4 in., on clip board on wall. SW. corner, 1st floor (Bldg. 39, annex). (2757)

320. SOUND TEST FILM, Acetate projection positive, 35mm (1000), in metal cans. Index. S. side, 1st floor (Bldg. 39). (P-2801)

321. SYNCHRONIZING LEADERS AND LEADER FILMS. Opaque leaders and trailers. Motion picture film, original negative, 35 mm (4800), in metal cans. Index. S. side, 1st floor (Bldg. 39). (P-2802)

322. SHIP LAUNCHING AND TRAILER FILMS. Titles of pictures include: Navy Day and Launching of the Case and Coyningham. Silent motion pictures, acetate projection positive, 35mm (4700), in metal cans. Index. S. side, 1st floor (Bldg. 39). (P-2803)

323. MOTION PICTURE PROGRAMS. See addenda for list of titles of pictures, with number of reels and footage for each. Motion picture films, nitrate projection positive, 35mm (64,000), in containers. Card index. Damaged by rain marks, scratches, rust marks, etc. S. side, 1st floor (Bldg. 39). (P-2804)

Planning Division

Administrative Section

324. ORIGINAL DRAWING AND TRACINGS, Mar. 1900 to date. Plans for construction and repair of ships, guns, and buildings. Filed numerically. 3 x 5 card index, 26 ft. 10 in. (Daily, official.) 4 x 7 rolled drawings, 83 ft., in 16 open pigeonhole cabinets. Production and Planning Vault (Bldg. 39). (1318)

325. DOCKING RECORDS, Jan. 1913 to date. Tabulation of dates ships arrive at, and depart from, navy docks; account of activities while

docked, and reasons for docking. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 3 in., in 4 drawers of metal card cabinet. NE. room, 2d floor (Bldg. 39). (534)

326. PRODUCTION ORDER FILE, Jan. 1925 to date. Completed production orders for work in Production and Planning Divisions. Filed by subject. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. NE. room, 2d floor (Bldg. 39). (531)

327. CORRESPONDENCE AND REQUISITIONS, Jan. 1930 to date. Correspondence, contracts and requisitions, concerning materials for ship construction and repairs; also inspection reports, card tabulations of materials ordered and reports of receipt of shipments. See addenda for filing system, dimensions, forms of serials and types of containers. Volume index and 3 x 5 card index. (Daily, official.) Variously sized forms, 108 ft. 3 in., in various types of containers. NE. room, 2d floor (Bldg. 39). (548)

328. CORRESPONDENCE, REQUISITION, AND CONSTRUCTION FILE, Jan. 1930 to date. Correspondence, contracts and requisitions, concerning materials for construction and repair of ships, also active and completed job orders, controlling cards and catalogue file. See addenda for filing system, dimensions, forms of serials and types of container. Volume index and 3 x 5 card index. (Daily, official.) Variously sized forms of serials, 103 ft. 10 in., in various types of containers. NE. room, 2d floor (Bldg. 39). (547)

329. STOCK RECORD OF MACHINERY IN THE YARD, 1930 to date. Perpetual inventory, Filed by subject. (Daily, official.) 5 x 8 cards, 3 ft. 0 in., in 4 drawers of card cabinet. NE. room, 2d floor (Bldg. 39). (481)

330. MATERIAL SURVEY REPORTS, Jan. 1932 to date. Copies of central file on material costs in Production and Planning Divisions and review of disposition of condemned materials. Filed numerically. 3 x 5 card index, 5 in. (Weekly, official.) 10 x 12 folders, 7 ft. 4 in., in 7 drawers of steel filing cases. NE. room, 2d floor (Bldg. 39). (540)

331. CURRENT MUSTER CARDS, Jan. 1935 to date. Record of yard employees' attendance. Filed alphabetically. (Weekly, official.) 4 x 7 cards, 9 ft. 6 in., in 12 drawers of card cabinet. NE. room, 2d floor (Bldg. 39). (486)

332. TEST REPORTS, Jan. 1935 to date. Result of test performed aboard ship on completed installations and repairs. Filed numerically. (Daily, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. NE. room, 2d floor (Bldg. 39). (527)

333. FOLLOW-UP FILE, Mar. 31, 1936 to date. Memoranda of jobs planned. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of filing case. NE. room, 2d floor (Bldg. 39). (21)

334. JOB WORKING PLANS, 1936. Drawings and data, concerning work in progress. Filed chronologically. (Daily, official.) 10 x 12 folders, 200 ft., in 20 drawers of filing cases. NE. room, 2d floor (Bldg. 39). (22)

335. BLUEPRINTS OF MACHINERY, 1936 to date. Drawings, tracings, and blueprints of machinery in use in yard and shops. Filed numerically. 3 x 5 card index, 5 ft. 9 in. (Daily, official.) 28 x 36 blueprints and tracings, 2 in., in 6 wooden drawers. NE. room, 2d floor (Bldg. 39). (857)

336. DEPARTMENT REFERENCE FILE, 1936 to date. Copies of central file for ready reference to work in process in Production Division. Filed according to the United States Navy Filing Manual. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. NE. room, 2d floor (Bldg. 39). (533)

Electrical Engineering and Ordnance

337. ELECTRICAL MACHINERY AND VANDYKES, DRAWINGS AND LITHOGRAPHICAL PRINTS, 1892 to date. Engineering and ordnance blueprints and plans for hulls of ships. Filed numerically. Indexed. (Weekly, official.) Variously sized loose drawings, 22 ft., in 474 drawers of wooden filing cases and 30 drawers of steel filing cases. N. side, 3d floor (Bldg. 39). (796)

338. JOB ORDER CARDS, 1917 - 1933. Instructions to proceed with work. (Never.) 3 x 5 cards, 54 ft. 4 in., in 120 drawers of wooden card cabinets. N. side, 3d floor (Bldg. 39). (20)

New Works Storehouse

339. MISCELLANEOUS FILE, Aug. 8, 1919 to date. Accounts of manufactured materials stocked, stored, or shipped by Industrial Department. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 ft., in 30 drawers of steel filing cases. Center, 1st floor (Bldg. 36). (2661)

340. SHOP ORDERS, July 16, 1934 to date. Record of shop shipments of galvanized material showing date, shop, serial number, and name of item. Filed numerically. 3 x 5 card index, 2 ft. (Daily, official.) $4\frac{1}{4}$ x 5 loose papers, 2 ft. 4 in., in 3 folded document holders. Center, 1st floor (Bldg. 36). (2536)

341. STUB COPIES, July 1, 1935 to date. Debit stubs for materials manufactured at yard showing date of entry, name, and weight of item. Filed chronologically. Indexed. (Daily, official.) 3 x $7\frac{1}{2}$ loose papers, 8 in., in steel box. Center, 1st floor (Bldg. 36). (2591)

Radio Materials Laboratory

342. BLUEPRINTS, Jan. 1, 1930 to date. Blueprints of navy yard buildings housing radio equipment. Filed chronologically. (Rarely, official.)

30 x 45 blueprints, 2 ft., on 4 wooden shelves. N. side, 2d floor (Bldg. 103). (2040)

343. RECORD OF ACTIVITIES, Jan. 1, 1930 to date. Reports on movement of ships attached to First Naval District. Filed chronologically. (Weekly, official.) 9 x 12 loose-leaf books, 4 ft. 6 in., on wooden shelf. N. side, 2d floor (Bldg. 103). (2088)

344. BLUEPRINTS OF LABORATORY ENGINEER, June 1, 1930 to date. Compilation of blueprints used by laboratory personnel. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of metal filing case. N. side, 2d floor (Bldg. 103). (2009)

345. REQUISITIONS, Jan. 1, 1935 to date. Copies of requisitions forwarded from Bureau of Supplies and Accounts. Filed by subject. (Weekly, official.) 3 x 7 loose papers, 6 in., in paper box. N. side, 2d floor (Bldg. 103). (2023)

346. RADIO INSPECTOR'S FILE, Jan. 1, 1935 to date. Reports of inspections of radio stations in First Naval District. Arranged chronologically. (Daily, official.) 9 x 12 loose-leaf books, 8 in., on wall pegs. N. side, 2d floor (Bldg. 103). (2000)

347. CORRESPONDENCE FILES, Jan. 1, 1936 to date. Correspondence with radio stations in First Naval District. Filed chronologically. (Daily, official.) 9 x 12 folders, vols., and loose-leaf books (12), 5 ft. 4 in., in 2 drawers of metal filing case, and on wall pegs. N. side, 2d floor (Bldg. 103). (2002)

Police Office

348. LOG OF THE U.S.S. BRIDGEPORT, Feb. 8 - Aug. 6, 1930. Daily entries on conditions and activities on board ship including, weather, location of vessel, and change of watch. Entered chronologically. (Never.) 8½ x 14 vol., 1 in., on desk. Right of entrance to 1st floor (Bldg. 97). (3064)

349. U.S.S. CONSITITUTION LOG, Mar. 5, - Nov. 13, 1930. Account of conditions and activities on board ship, including weather and wind recording, condition of hold, and record of notable visitors. Entered chronologically. (Never.) 8½ x 14 vol., 1 in., on desk. Dirty. Right of entrance to 1st floor (Bldg. 97). (3173)

350. CAPTAIN OF THE YARD LOG. May 12, 1930 to date. Daily reports on temperature of air and water, wind direction, vessels and officers leaving and entering yard. Entered chronologically. (Daily, official.) 12 x 15½ vols., 1 ft. 3 in., on desk. Right of entrance to 1st floor. (Bldg. 97). (3065)

351. POLICE LOG, Aug. 15, 1934 to date. Daily reports of yard police concerning speeding and parking violations, and yard inspections. Entered chronologically. (Daily, official.) 9 x 12 vol., 3 in., on desk. Right of entrance to 1st floor (Bldg. 97). (3066)

Production Division

Administrative Section
Labor Board

352. APPLICATION FILES, Jan. 1, 1889 to date. Form 1642, application blanks; Form 17, histories of applicants for employment, in navy yard. Filed numerically. $3\frac{1}{4}$ x 8 card index, 99 ft. (Daily, official.) 4 x 9 and $4\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, 1200 ft., in 212 drawers of steel filing cases. S. side, 1st floor (Bldg. 39). (1524)

353. TRADE CARDS, Jan. 1, 1891 to date. Complete records of past and present employees. Filed alphabetically and by subject. (Daily, official.) $3\frac{1}{2}$ x $9\frac{1}{2}$ cards, 99 ft., in 189 wooden boxes. S. side, 1st floor (Bldg. 39). (1576)

354. GENERAL CORRESPONDENCE, Mar. 1897 - Dec. 1914; Sept. 1918 - Feb. 1924. Concerning general activities of Labor Board. (Mar. 1897 - Dec. 1914, filed numerically; Sept. 1918 - Feb. 1924, filed by subject.) (Never.) Variously sized vols., bundles, and folders, 3 ft. 1 in., in 2 wooden drawers on floor. Dirty, damp, mouldy. Center of basement (Bldg. 39). (625, 539)

355. ACTIVE EMPLOYMENT RECORD, July 7, 1898 to date. Form 1-24, records of laborers, smiths, blasters, molders, machinists, supervisors, wood-workers, millmen, riggers, boatbuilders, boiler-makers, sheet-metal workers, trackman, plumbers, masons, painters and others employed at yard. Filed by subject. (Daily, official.) 4 x 6 cards, 8 ft., in 6 card cabinets. S. side, 1st floor (Bldg. 39). (1584)

356. OBSOLETE RECORD OF DISCHARGED EMPLOYEES, Aug. 23, 1900 - Dec. 31, 1920. Showing name, date of employment, rate of pay, check number, efficiency rating, cause and date of discharge. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 18 ft., in 20 drawers of steel card cabinets. S. side, 1st floor (Bldg. 39). (1585)

357. RECORDS OF DISCHARGED AND INACTIVE EMPLOYEES, Apr. 16, 1904 to date. Form 1-24, showing employment and efficiency reports. Filed alphabetically. (Daily, official.) 4 x 6 cards, 28 ft., in 8 drawers of steel card cabinets. S. side, 1st floor (Bldg. 39). (1523)

358. SAFETY COMPETITION REPORTS, Jan. 1, 1934 to date. Monthly reports submitted by shop supervisors on safety records of employees. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. S. side, 1st floor (Bldg. 39). (2109)

359. RECORDS OF SICK LEAVE, Mar. 1, 1936 to date. Showing name and address of employee, nature of illness, time reported, and name of attending physician. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 in., in 3 drawers of wooden card cabinet. S. side, 1st floor (Bldg. 39). (2111)

Apprentice School

360. REQUISITIONS FOR LABOR, Mar. 1907 - Nov. 1924. Requisitions for additional employees, from Hingham, Quincy, Squantum, and Chelsea Naval Hospital. Filed numerically. $3\frac{1}{4}$ x 8 card index. (Daily, official.) 3 3/4 x 8 3/4 paper forms, 1 ft. 9 in., in 6 drawers of wooden filing cases. Center of basement (Bldg. 39). (624)

361. REQUISITIONS, Jan. 1911 - June 1932. Covering needed materials for construction and repair jobs. Filed numerically. Index. (Daily, official.) 8 x 11 and 4 x 9 envelopes and loose sheets, 22 ft. 6 in., in 24 drawers of wooden filing cases. Dirty. Center of basement (Bldg. 39). (626)

362. GENERAL CORRESPONDENCE, July 1, 1913 to date. Concerning matters treated by Labor Board. Filed numerically. 3 x 5 card index, 3 ft. (Daily, official.) 9 x 12 folders, 7 ft. 8 in., in 4 drawers of steel filing case. S. side, 1st floor (Bldg. 39). (1572)

363. HELPER TRAINING RECORD, Jan. 1917 - Dec. 1919. Employment records of former students now assigned for duty at navy yard and at Hull, Mass. Filed alphabetically. (Rarely, official.) 3 x 5 and 4 x 6 cards, 1 ft. 9 in., in drawer of steel filing case. Center, 2d floor (Bldg. 34). (1072)

364. MISCELLANEOUS CORRESPONDENCE, Jan. 1917 - Dec. 1933. Concerning operation of school, practical employment of students; mostly between navy yard instructors and officers. Filed chronologically. (Rarely, official.) 8 x $10\frac{1}{2}$ folders, 1 ft. 5 in., in drawer of steel filing case. S. side, 2d floor (Bldg. 34). (1086)

365. EMERGENCY FLEET CLASSIFICATION, Feb. 1917 - Dec. 1918. Original cards used by local draft boards. Filed alphabetically. (Never.) 4 x 6 bundles, 10 ft., in 2 wooden drawers on floor. Dirty. Center of basement (Bldg. 39). (545)

366. CIVIL SERVICE REPORTS OF APPRENTICES, 1917. Reports of civil service status of apprentices at yard. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 1 ft. 8 in., in wooden drawer. Dirty. Center of basement (Bldg. 39). (544)

367. YARD CORRESPONDENCE PERTAINING TO APPRENTICES, Jan. 1918 - Dec. 1921. Correspondence mostly concerning apprentice machinists, coppersmiths, boilermakers, electricians, molders, plumbers, and pipefitters; also marks received in examinations. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. S. room, 2d floor (Bldg. 34). (1440)

368. SEMIANNUAL REPORTS OF APPRENTICES, Jan. 1918 - Dec. 1933. Tabulation of students enrolled in school and placed in various trades; educational background and marks received in apprentice examinations. Filed chronologically. (Rarely, official.) 11 x 17 loose papers, 4 in., in drawer of steel filing case. S. side, 2d floor (Bldg. 34). (1489)

369. APPRENTICE RECORDS, GENERAL DATA AND DISCHARGES, Feb. 1918 - June 1922. Complete history of each apprentice and classification notes. Filed alphabetically. (Rarely, official.) 4 x 6 cards, 1 ft. 6 in., in drawer of steel filing case. S. side, 2d floor (Bldg. 34). (1089)

370. EMPLOYMENT AND EFFICIENCY RECORD, Apr. 19, 1918 to date. Form H-129, recapitulation of formen's reports on employment and efficiency of workers. Filed alphabetically. (Daily, official.) 4 x 6 cards, 22 ft., in 8 drawers of steel card cabinets. S. side, 1st floor (Bldg. 39). (1525)

371. SHOP COURSE FOR APPRENTICES, Aug. 1919 to date. Charts of apprentices' grades during 4 year course: name of apprentice, date of appointment, check number and elements of trade training. Filed chronologically. (Rarely, official.) 11 x 25 loose-leaf book and 10½ x 24 loose sheets, 3 in., in drawer of steel filing case. SE. corner, 2d floor (Bldg. 34). (1428)

372. MISCELLANEOUS CORRESPONDENCE ON COMPENSATION, Sept. 1920 - Dec. 1930. Reports of injuries, claims, and compensation. Filed by subject. 3 x 5 card index, 2 ft. 9 in. (Bimonthly, official.) 9 x 12 folders and 10 x 12 bundles, 30 ft. 8 in., in 10 drawers of steel filing cases. Center of basement (Bldg. 39). (537)

373. RECORD OF SPECIAL QUALIFICATIONS, Apr. 7, 1923 to date. Masters' efficiency remarks, unauthorized absence reports, reviews of special qualifications; also blueprints, supervisors' quality report charts, tabulation of total number of employees at yard and Personnel Superintendents' correspondence. Filed by subject. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. S. side, 1st floor (Bldg. 39). (1526)

374. ACCIDENT REPORTS, July 1924 - May 1930. Reports on injuries: cause of accident and date returned to work. Filed numerically. 3 x 5 card index, 5 ft. 6 in. (Daily, official.) 9 x 15 envelopes and 9 x 11 loose sheets, 1 ft. 6 in., in 2 drawers of metal filing case. Dirty. Center of basement (Bldg. 39). (528)

375. RETIREMENT CORRESPONDENCE, Jan. 1, 1925 to date. Correspondence with Commissioner regarding employees applying for retirement; also service records of employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. S. side, 1st floor (Bldg. 39). (2223)

376. EFFICIENCY RATING LISTS, Jan. 1, 1927 - Aug. 3, 1933. Charts listing employees in order of efficiency; laborers, firemen, plumbers, painters, electricians, mechanics, longshoremen, sailmakers, boatbuilders, quartermen, smiths, shipfitters, and patternmakers are rated. Filed by subject. (Occasionally, official.) 9 x 12 and 8½ x 11½ folders, 5 ft., in 3 drawers of steel filing case. S. side, 1st floor (Bldg. 39). (1522)

377. COMPENSATION CLAIMS, Jan. 1, 1927 to date. Employee's notice of

injury, original claims for compensation and medical treatment; also reports of foreman, supervisor and attending physician. Filed numerically. 3 x 5 card index, 5 ft. (Daily, official.) 9 x 12 folders 5 ft., in 3 drawers of metal filing case. S. side, 1st floor (Bldg. 39). (2108)

378. MAILING LIST OF PROSPECTIVE EMPLOYEES, Jan. 1, 1930 to date. Lists of applicants for employment, showing name and occupation. Filed alphabetically and by subject. (Daily, official.) 3 x 5 cards, 11 ft., in 10 drawers of metal card cabinet. S. side, 1st floor (Bldg. 39). (1570)

379. ANNUAL REPORTS, June 30, 1930 to date. Annual recapitulation of examination records of applicants. Filed chronologically. (Daily, official.) 8 x 15 cards, 6 in., in drawer of steel filing case. S. side, 1st floor (Bldg. 39). (1571)

380. CHANGE IN STATUS FILE, Jan. 1, 1932 to date. Standard Forms 8 and 37, oaths of office, notices of retirement; correspondence concerning reratings, transfers, furloughs and discharges. Filed by subject. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. S. side, 1st floor (Bldg. 39). (1589)

381. SOLUTIONS FOR PROBLEMS IN ELEMENTS OF DIFFERENTIAL CALCULUS, BY GRANVILLE, SMITH AND LONGLEY, Oct. 1934 - Dec. 1935. Solutions compiled by instructors for teaching courses. Arranged numerically. (Daily, official.) 8½ x 12 loose-leaf book, 4 in., on desk. S. side, 2d floor (Bldg. 34). (1453)

382. DETAIL CARDS OF APPRENTICE SCHOOL OFFICE, Nov. 1935 to date. Records of scholastic attainments and employment assignments of pupils, listing name, age, address, and remarks on ability. Filed alphabetically. (Rarely, official.) 4 x 6 cards, 9 in., in drawer of steel filing case. S. side, 2d floor (Bldg. 34). (1085)

Chemical Laboratory

383. SUMMARY OF CHEMICAL TEST OF MISCELLANEOUS MATERIALS, Jan. 1, 1918 - Dec. 31, 1921. Review of tests on nonmetallic materials showing date, number of test; formula, inspection number, and name of manufacturer. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 1 ft. 10 in., in 3 drawers of wooden card cabinet. S. side, 3d floor (Bldg. 34). (2001)

384. SUMMARY OF CHEMICAL TESTS OF METALS, Jan. 1, 1920 - Dec. 31, 1921. Showing date, number of test, formula, inspection number, and name of manufacturer. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 1 ft. 2 in., in drawer of wooden card cabinet. S. side, 3d floor (Bldg.34). (2042)

385. INDEX RECORD BOOKS, Jan. 1, 1924 to date. Forms 17 and 18, ready reference system of chemical tests used as cross reference to serials 2010 and 2008. Arranged chronologically. (Daily, official.)

8 x 14 vols., 1 ft. 1 in., on open wooden shelf. S. side, 3d floor, (Bldg. 34). (2196)

386. CORRESPONDENCE, Jan. 1, 1930 to date. Letters and reports, concerning chemical analyses of materials. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 11 in., in drawer of wooden filing case. S. side, 3d floor (Bldg. 34). (2013)

387. CHEMICAL ANALYSIS OF METALS, Jan. 1, 1931 to date. Form 17, tests performed on metals to determine composition, strength, and heat durability. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of wooden filing case. S. side, 3d floor (Bldg. 34). (2010)

388. CHEMICAL TESTS OF MISCELLANEOUS MATERIALS, Jan. 1, 1931 to date. Form 18, pertaining to tests and analyses of rubber, sulphur, and other nonmetallic materials. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of wooden filing case. S. side, 3d floor (Bldg. 34). (2008)

389. ACKNOWLEDGEMENTS OF CHEMICAL REPORTS, Jan. 1, 1932 - Dec. 31, 1934. Acknowledgements by inspectors and department heads, of receipt of reports on tests and analyses. Filed chronologically. (Daily, official.) 8 x 11 loose-leaf books, 2 in., in drawer of wooden filing case. S. side, 3d floor (Bldg. 34). (2007)

390. WEEKLY REPORTS ON CHEMICAL TESTS, June 30, 1935 to date. Summary of work performed in chemical laboratory. Filed chronologically. (Weekly, official.) 10 x 15 loose-leaf books, 8 in., in drawer of wooden filing case. S. side, 3d floor (Bldg. 34). (2003)

391. INSPECTORS' REPORTS ON MATERIALS, June 30, 1935 to date. Form 65-C, report on inspections of materials submitted for chemical analyses. Filed chronologically. (Monthly, official.) 8 x 7 loose-leaf books, 1 in., in drawer of wooden filing case. N. side, 3d floor (Bldg. 34). (2046)

Machine and Erecting Shop

392. MACHINE SHOP DISTRIBUTION RECORDS, Jan. 1, 1921 - Dec. 31, 1923. Number of men employed in machine shop, including classifications and duties; also on file in Labor Board Office. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2857)

393. PERSONNEL FILE, Jan. 1, 1922 - Dec. 31, 1924. Tabulation of injuries and illnesses of machine shop employees, and date of return to work. Filed chronologically. (Yearly, official.) 9 x 12 folders, 5 in., in 2 drawers of wooden filing case. S. side, 1st floor (Bldg. 42). (2520)

394. ESTIMATES, Jan. 1, 1922 to date. Copies of estimates for machining projectiles, adapters, fuel oil lines, and other devices; originals filed with Accounting Dept. Filed chronologically. (Monthly,

official.) 9 x 12 folders, 8 in., in 3 drawers of wooden filing case. S. side, 1st floor (Bldg. 42). (2768)

395. DETAILED STATEMENT OF SHOP EXPENSES, Jan. 1, 1922 to date. Form 299B, tabulations of productive and nonproductive labor, and overhead expense; copies filed in Labor Board Office. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2910)

396. EFFICIENCY REPORT ON JOB ORDERS, Jan. 1, 1922 to date. Recommendations for re-manufacture of mechanical devices, voice tube fittings, turbine bearings, and thread sizings. Arranged alphabetically. (Monthly, official.) 10 x 14 vols., 3 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2911)

397. RUBBERIZING DATA, Jan. 1, 1925 - Dec. 31, 1929. Reports on rubber sleeves used for protecting steel shafting from corrosion. Prior to 1929, copies were filed with the Accounting Department; subsequent to 1929, entire file was transferred. Filed chronologically. (Yearly, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (3174)

398. REQUESTS FOR REPAIR WORK, Jan. 1, 1927 - Dec. 31, 1930. Record of request from navy yard departments for repairs to be performed in machine shop. Record discontinued 1930. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (3625)

399. ASSISTANT SHOP SUPERINTENDENT CORRESPONDENCE, Jan. 1, 1928 to date Letters concerning obsolete and unused machine tools, including instructions on work and other subjects. Filed chronologically. (Weekly, official.) 9 x 12 folders, 5 in., in 2 drawers of wooden filing case. S. side, 1st floor (Bldg. 42). (3655)

400. RECORDS OF TEST BOILERS AND SUPERHEATED OPERATORS, Jan. 2 - June 20, 1935. Reports of tests on boilers and superheaters, including number of hours steamed, amount of pressure, and temperature; since June 1935 tests have been performed in metallurgical laboratory. Filed chronologically. (Rarely, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (3719)

Metallurgical Laboratory

401. GENERAL REPORTS ON TESTS, Jan. 1916 to date. Reports, correspondence, in reference to metallic materials for yard use, mostly concerning cast steel chain tests, heat treatment of chains, and drop forge analysis. Filed numerically. 3 x 5 card index, 4 in. (Daily, official.) 8½ x 11 folders, 32 ft. 2 in., in 11 drawers of steel filing cases, 3 drawers of wooden filing case, and 16 pasteboard letter boxes. N. side, 2d floor (Bldg. 34). (1852)

402. REPORTS ON TESTS OF TROPENA CAST STEEL, July 1917 - Mar. 1927.

Tabulations of tests on tropena cast steel; also blueprints, photographs of castings, and annealing furnace records. Filed numerically. Indexed. (Occasionally, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of steel filing case. Dirty. N. side, 2d floor (Bldg. 34). (1583)

403. REPORTS ON TESTS OF CUPOLA CAST IRON, NONFERROUS CASTINGS, Feb. 1924 - May 1935. Tabulation of tests performed on castings. Filed numerically. Indexed. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. Dirty. N. side, 2d floor (Bldg. 34). (1475)

404. REPORTS OF TESTS ON CAST IRON AND CAST STEEL CASTINGS, Apr. 1932 - Mar. 1936. Tests of iron and steel castings produced at navy yard foundry, and photostats of value specifications. Filed numerically. Indexed. (Weekly, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Dirty. NE. side, 2d floor (Bldg. 34). (1438)

405. REPORTS ON TESTS OF CORDAGE, Feb. 1934 to date. Tests of tensile strength of navy cordage, with photographs and blueprints. Filed numerically. 3 x 5 card index, 5 in., (Daily, official.) 9 x 12 folders, 2 ft. 10 in., in 2 drawers of steel filing case. N. side, 2d floor (Bldg. 34). (1485)

406. PRINTS OF TESTS OF METALS AND MATERIALS. See addenda for list of subjects and detailed count. Still photographic film, photographic negatives, acetate (864), glass (864), photographic prints (2592), in jackets. 3 x 5 card index. 3 ft. Some damaged by improper storage. S. side, 2d floor (Bldg. 34). (P-2811)

407. METALLOGRAPHIC NEGATIVES. See addenda for titles of different subjects. Still photographic film, photographic negatives, nitrate (864), photographic plates, photographic negatives, glass (825), in jackets. Index. Some damaged by improper storage. S. side, 2d floor (Bldg. 34). (P-2812)

Photo Laboratory

408. GENERAL NEGATIVES OF THE FIRST NAVAL DISTRICT AND THE BOSTON NAVY YARD. Activities within the jurisdiction of the First Naval District. Still photographic film, photographic negatives, acetate (4670), in jackets. 8 x 10 index books (7) 2 in. W. room, 2d floor (Bldg. 34). (P-2805)

409. NEGATIVES OF PROVIDENCE BOILER PLANT. Still photographic film, photographic negatives, nitrate (65), photographic negatives, glass (31), in jackets. Filed by subject. Partially destroyed by adhesion, exposure. W. side, 2d floor (Bldg. 34). (P-2806)

410. NEGATIVES OF THE RECONSTRUCTION OF THE U.S.S. CONSTITUTION AND THE U.S.S. TRIUMPH. Still photographic film, photographic negatives, acetate (810), in jackets. 8 x 10 loose-leaf book index, 1 in. W. side, 2d floor (Bldg. 34). (P-2807)

411. NEGATIVES OF DESTROYERS AND THE SUBMARINE BASE AT SQUANTUM. See addenda for list of films. Still photographic film, photographic negatives, nitrate (744), photographic plates, negatives, glass (743), in jackets. Index. Damaged by water, cohesion. W. side, 2d floor (Bldg. 34). (P-2808)

412. GENERAL PHOTOGRAPHIC PRINTS. See addenda for number and subject matter of prints. Photographic prints (4500), in jackets. Filed by subject. W. side, 2d floor (Bldg. 34). (P-2809)

413. GENERAL NEGATIVES OF THE FIRST NAVAL DISTRICT. See addenda for titles of negatives. Still photographic film, photographic negatives, nitrate (8,217), photographic plates, negatives, glass (8,867), in jackets. 8 x 10 loose-leaf book index, 1 in. Damaged by cohesion, scratches, exposure. W. side, 2d floor (Bldg. 34). (P-2810)

Sail and Awning Department

414. SAIL AND AWNING JOURNAL, Jan. 1, 1893 - Dec. 31, 1894. Daily tabulation of articles manufactured, including costs. Arranged chronologically. (Never.) 1 x 16 vols., 1 ft. 4 in., in steel safe. Center, 1st floor (Bldg. 36). (2528)

Steel and Iron Foundry

415. YARD CORRESPONDENCE RECORDS, Jan. 6, 1913 - July 16, 1930. Interdepartmental correspondence concerning materials produced in navy yard. Filed by subject. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2523)

416. SERVICE REPORTS, May 2, 1913 - Aug. 11, 1931. Service reports on employees of foundry, including name, efficiency rating of worker, check number, and name of reporter. Filed alphabetically. (Never.) 9 x 12 folders, 2 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2527)

417. KENTER SHACKLES CORRESPONDENCE, Apr. 13, 1920 - July 1, 1924. Letters concerning manufacture of Kenter shackles, and letters authorizing manufacture of tools for production of shackles. Filed alphabetically. (Never.) 9 x 12 folders, 1 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2522)

418. SHOP EXPENSE RECORD, Oct. 1, 1921 - Aug. 10, 1922. Monthly summaries of foundry operation expenses. Filed alphabetically. (Never.) 9 x 12 folders, 1 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2491)

419. LEAVE CARDS, Nov. 14, 1925 to date. Record of leaves of absence taken by foundry employees. Filed chronologically. (Monthly, official.) 4 x 9 cards, 2 in., in drawer of wooden card cabinet. S. side, 1st floor (Bldg. 42). (2512)

420. METALLURGICAL LABORATORY REPORT, Jan. 1, 1927 to date. Reports

on metals submitted by foundry for tests. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft. 2 in., in 2 drawers of steel filing case. S. side, 1st floor (Bldg. 42). (2511)

421. GENERAL CORRESPONDENCE, Jan. 1, 1931 to date. Letters concerning activity of foundry. Filed by subject. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. S. side, 1st floor (Bldg. 42). (2587)

422. SPECIFICATIONS OF REPAIR WORK, Jan. 1, 1933 to date. Specifications to be met in repairs done at foundry. Filed chronologically. (Daily, official.) 3 x 6 bundles, 8 in., in drawer of wooden card cabinet. N. side, 1st floor (Bldg. 42). (2538)

423. SHOP ESTIMATES, Jan. 1, 1933 to date. Job estimates of costs of materials and labor used on repair work undertaken by foundry. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. S. side, 1st floor (Bldg. 42). (2588)

424. BRASS FOUNDRY DAILY REPORT, Jan. 1, 1933 to date. Record of production of brass castings. Arranged chronologically. (Daily, official.) 5 x 8 vols., 9 in., in drawer of steel filing case. S. side, 1st floor (Bldg. 42). (2589)

425. SHOP TALLY CARDS, Jan. 3, 1933 to date. Form 281, account of hours worked by men in foundry. Filed chronologically. (Daily, official.) 4 x 10 bundle, 8 in., in drawer of steel filing case. S. side, 1st floor (Bldg. 42). (2590)

426. BLUEPRINTS, Jan. 1, 1935 to date. Plans of products manufactured at foundry. Filed chronologically. (Daily, official.) 30 x 45 bundles, 3 in., in drawer of steel filing case. N. side, 1st floor (Bldg. 42). (2537)

427. MATERIAL REQUESTS, Jan. 1, 1935 to date. Requests for materials for use in foundry. Filed chronologically. (Weekly, official.) 9 x 12 loose-leaf books, 2 in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2586)

428. SHOP WORK REQUESTS, Jan. 1, 1935 to date. Copies of foundry requests for work to be done in laboratories, machine shops, and other departments. Filed by subject. (Daily, official.) 3 x 6 bundles, 3 ft. 4 in., in 3 drawers of wooden card cabinet. S. side, 1st floor (Bldg. 42). (2510)

429. FOUNDRY DAILY SHIPPING SHEET, Jan. 1, 1935 to date. Record of materials shipped from foundry. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. S. side, 1st floor (Bldg. 42). (2518)

430. SAFETY ORDERS REPORT, Jan. 2 - June 21, 1935. Test performed on boilers to determine safety factors. Filed chronologically. (Monthly, official.) 9 x 12 folders, ¼ in., in drawer of wooden filing case. S. side, 1st floor (Bldg. 42). (2525)

Public Works Division

431. ORIGINAL PLANS AND DRAWINGS, Jan. 1830 - Dec. 1932. Plans and drawings of First Naval District property, showing construction work and alterations. Filed numerically. 3 x 5 card index. (Daily, official.) See addenda for variously sized forms, 39 ft. 4 in., in drawers of steel filing cases and in 212 wooden drawers. Vault between 1st and 2d floor (Bldg. 39). (1510)

432. LOG BOOK, Jan. 1841 - Dec. 1927; Dec. 28, 1928 - May 10, 1930. Tabulation of conditions and events on board ships while at navy yard, including date of ship's last call, and repairs that were made. Arranged chronologically. (Rarely, official.) 11 x 15 and 11½ x 15½ vols. (33), 7 ft. 6 in., on wooden shelves. Vault, R. 2 (Bldg. 107). (872, 865)

433. DEEDS AND AGREEMENTS, 1843 - 1914. Deeds for land conveyed to navy yard and hospital, including list of restrictions on certain lands and their appurtenances. Filed by subject. (Never.) 10 x 15 folders, 1 in., in drawer of steel filing case. Vault between 1st and 2d floor (Bldg. 39). (1070)

434. MORNING WATCH REPORTS, July 1, 1846 - Aug. 26, 1914. Daily recordings of weather conditions and temperature at navy yard. Arranged chronologically. (Rarely, official.) See addenda for variously sized vols., 6 ft. 10 in., on open wooden shelves. Dirty, bindings broken. Vault, 2d floor (Bldg. 107). (1480)

435. GENERAL CORRESPONDENCE, Jan. 1853 - Dec. 1901. Letters concerning office administration and discharge of employees, with water-press copies of outgoing correspondence, and letter registers showing date, addressor, and subject matter of communication. Filed numerically. (Rarely, research.) 10 x 15 and 9½ x 16 vols., 6 ft. 6 in., on open wooden shelves. Dirty, torn, binding broken. Vault, R. 2 (Bldg. 107). (861)

436. MISCELLANEOUS CORRESPONDENCE, TIME SHEETS AND PAY ROLL DATA, Jan. 1854 - Dec. 1900. Letters, surveyors' notes, expenditures for improvements; also pay roll records for yard employees and Engineers' Department. See addenda for detailed description of contents and dimensions of forms. Filed chronologically. (Never.) Variously sized vols. and bundles, 2 ft. 1 in., on floor. Dirty. Vault, R. 2 (Bldg. 107). (1258)

437. ANNUAL REPORTS OF EXPENDITURES AND APPROPRIATIONS, Mar. 1856 - Dec. 1922. Tabulations and reports on expenditures for yard improvements. Filed chronologically. (1856 - 1900, never; 1900 to date, rarely, official.) See addenda for variously sized vols. and loose-

leaf books, 2 ft. 11 in., on open wooden shelf. Dirty, torn. Vault, 2d floor (Bldg. 107). (851)

438. INSPECTORS' AND SURVEYORS' FIELD NOTE BOOKS, 1857 - 1912; 1914 to date. Information on buildings; inspectors' and surveyors' notes on procedure for construction and alterations; also blueprints showing location of records. Filed numerically. (Weekly, official.) Variously sized vols., folders, and cards, 7 ft. 5 in., in 8 drawers of wooden card cabinets and in open wooden pigeonholes. Vault between 1st and 2d floor (Bldg. 39). 1627)

439. DRAWINGS AND BLUEPRINTS, 1859 - 1931. Plans of naval stations: two old plans of navy yard dated 1859 and 1874; plans of Hingham and Squantum Stations. Filed by subject. (Weekly, official.) 6 x 48 rolled blueprints, 6 in., on cabinet. Brittle. Vault, between 1st and 2d floors (Bldg. 39). (1087)

440. REGISTER OF FURNITURE, Jan. 1863 - Dec. 1900. Lists of furniture purchases; showing prices and where used. Arranged chronologically. (Never.) 11½ x 16 vols. (3), 4 ft. 6 in., on open wooden shelf. Vault, 2d floor (Bldg. 107). (546)

441. GENERAL CORRESPONDENCE, Jan. 1867 - Dec. 1911. Water-press and other copies of division letters concerning activities. Arranged numerically. Indexed. (Rarely, official.) 11 x 14 vols., 9 ft. 1 in., on wooden shelves and in transfer cases. Dirty, ink faded. Vault, 2d floor (Bldg. 107). (1269)

442. JOB ORDERS AND ACCOUNTS, June 30, 1889 - Mar. 4, 1913. Record of labor, material, and tool costs on all jobs. Filed numerically. Indexed. (Records prior to 1900, never; later records, rarely, official.) See addenda for variously sized vols. and bundles, 2 ft. 6 in., on open wooden shelf. Damaged by careless handling. Vault, 2d floor (Bldg. 107). (856)

443. REQUISITIONS FOR LABOR AND MATERIALS, Jan. 1890 - Dec. 1912. Water-press copies of requests for men and stock. Filed alphabetically. (Rarely, official.) 10 x 15 vols., 10 ft. 4 in., on wooden shelves. Dirty, ink faded. Vault, R. 2 (Bldg. 107). (848)

444. RECORDS OF BILLS, May 1890 - Sept. 1908. Accounts of expenditures for repair and maintenance of buildings and grounds in First Naval District, and for developments in navy yard. Filed numerically. Indexed. (Rarely, official.) 11 x 16 loose-leaf books (4), 8 in., on open wooden shelf. Dirty. Vault, R. 2 (Bldg. 107). (850)

445. EFFICIENCY REPORTS, Oct. 16, 1891 - Dec. 31, 1906; June 30 - Dec. 31, 1907. Efficiency ratings of various classes of white collar workers. Arranged alphabetically. (Rarely, official.) 11 x 14 vols., 3 in., on floor. Vault, R. 2 (Bldg. 107). (849)

446. POST CARDS, 1891 - 1908. Post card notifications to applicants

to report for work; requests to Civil Engineer for notice of discharge or reinstatement of employees. Filed alphabetically. (Rarely, official.) See addenda for variously sized slips and cards, 3 ft. 9 in., in wooden boxes. Vault in Printing Office, 2d floor (Bldg. 107. (1283)

447. EMPLOYMENT AND DISCHARGE RECORDS, Jan. 1892 - Dec. 1905. Service records of employees, including length of service, comments on education, ability, and conduct. Entered alphabetically. (Rarely, official.) 5 x 7½ and 8 x 14 vols., 10 in., on open wooden shelf. Vault, R. 2 (Bldg. 107). (1284)

448. TIME BOOKS, Apr. 1896 - Jan. 1900. Monthly register of employees: name, rate of pay, time employed, and amount paid. Filed chronologically. (Rarely, official.) 15½ x 20 vols., 2 in., on open wooden shelf. Vault, 2d floor (Bldg. 107). (1308)

449. CEMENT TEST RECORDS, Jan. 1898 - Dec. 1918. Comparative tests for tensile strength. Filed by subject. (Never.) 8½ x 14 vols., 1 ft. 7 in., on open wooden shelf. Vault, R. 2 (Bldg. 107). (1275)

450. INSPECTORS' DAILY REPORTS, Apr. 13, 1899 - Sept. 30, 1935. Tabulations of progress of construction work, description of condition of each department, and physical equipment in yard. Arranged alphabetically. (Rarely, official.) 9 x 12 vols. (97), and 9 x 11 loose-leaf books (221), 20 ft. 10 in., on open wooden shelves. Vault, R. 2 (Bldg. 107). (862)

451. GENERAL CORRESPONDENCE, Jan. 1900 - Dec. 1919. Letters concerning general administration and functions of division. Filed alphabetically. (Rarely, official.) 10 x 12 folders, 97 ft. 4 in., in 296 transfer cases and on wooden shelves. Vault, R. 2 (Bldg. 107). (868)

452. SUBSURFACE NOTES, Jan. 1900 to date. Account of bridges, cranes, dry docks, and sewers. Filed numerically. 3 x 5 card index, 4 in. (Daily, official.) 9 x 12 envelopes, 1 ft. 9 in., in 2 drawers of wooden filing case. Vault between 1st and 2d floors (Bldg. 39). (1083)

453. INSPECTORS' DAILY REPORTS, Jan. 1901 - Dec. 1935. Tabulation of labor expended, materials used, time allowed for completing jobs. Arranged alphabetically. (Daily, official.) 9 x 14 vols. (102), and 10 x 12 loose-leaf books (193), 21 ft. 8 in., on open wooden shelves. Vault, R. 2 (Bldg. 107). (1278)

454. PAY ROLLS, Oct. 16, 1901 - Jan. 4, 1911. List of employees, including name, number of days worked, and amount of wages received monthly or biweekly. Arranged chronologically. (Rarely, official.) 10 x 20 vols. (5), 7 in., on open wooden shelf. Vault, R. 2 (Bldg. 107). (1213)

455. REQUISITIONS FOR SUPPLIES AND MATERIALS, 1903 to date. Requests for supplies for construction and repair jobs. Filed numerically. Indexed. (Monthly, official.) 10 x 20 bundles, 7 ft., on floor. Dirty. Vault between 1st and 2d floors (Bldg. 39). (1268)

456. LABOR RECORD, Apr. 1904 - Dec. 1913. Register of laborers, including name, identification number, dates employed, conduct, quality of work, changes in rating, and discharge. Arranged alphabetically. (Yearly, official.) 9 x 14 vols., 1 in., on open wooden shelf. Vault R. 2 (Bldg. 107). (877)

457. APPROPRIATION LISTS, Aug. 1910 - Dec. 1913. Accounts of appropriations for ship construction and repair. Filed by subject. (Rarely, official.) 8½ x 14 bundles (3), 6 in., on open wooden shelf. Vault, 2d floor (Bldg. 107). (783)

458. PLANS OF SOUNDINGS, 1910 - 1922. Plans showing soundings of water front slips in navy yard, kept for maintenance of harbor facilities. Filed by subject. (Rarely, official.) 10 x 15 envelopes, 3 in., in open wooden pigeonholes. Vault between 1st and 2d floors (Bldg. 39). (1437)

459. PUMPING PLANT, Jan. 1, 1911 to date. Tabulations of electricity consumed in pumping out ballast from the naval dry docks at navy yard and South Boston. Filed chronologically. (Weekly, official.) 10 x 14 envelopes, 12 ft., on open wooden shelves. N. side, 2d floor (Bldg. 108). (2755)

460. DAILY OPERATING RECORD OF CENTRAL POWER PLANT, Jan. 1, 1911 to date. Hourly log of electricity and steam power produced in yard power plant. Filed chronologically. (Daily, official.) 10 x 14 envelopes, 12 ft., on 2 open wooden shelves. N. side, 2d floor (Bldg. 108). (2753)

461. DAILY COAL REPORTS, Jan. 1, 1911 to date. Daily coal consumption for production of power. Filed chronologically. (Daily, official.) 10 x 14 envelopes, 12 ft., on open wooden shelves. N. side, 2d floor (Bldg. 108). (2662)

462. COMPLETED JOB ORDERS, Jan. 1912 - Dec. 1917. Original orders for work, materials, and labor. Filed chronologically. (Monthly, official.) 10 x 15 envelopes, 16 ft. 4 in., on open wooden shelves. Vault, R. 2 (Bldg. 107). (1282)

463. DUPLICATE REQUISITIONS, July 1912 - June 1919. Copies of requisitions for services and supplies ordered by General Storekeeper, Civil Engineer and Public Works Officer. Filed numerically. Indexed. (Never.) 10 x 15 envelopes, 16 ft. 10 in., on wooden shelves. Dirty. Vault, R. 2 (Bldg. 107). (1079)

464. INSPECTORS' REPORTS, Jan. 1913 - Dec. 1930. Review of conditions of buildings in this district. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 1 ft. 1 in., on open wooden shelf. Vault, R. 2 (Bldg. 107). (864)

465. SHIPS' WATER METER READINGS, Jan. 1915 - Dec. 1916. Meter readings of ships docked at navy yard. Arranged chronologically. Indexed. (Rarely, official.) 8½ x 13 vols. (3), 4 in., on open wooden shelf. Vault, R. 2 (Bldg. 107). (1270)

466. CHARTS OF WATERS, Jan. 1915 - Feb. 1919. Charts of all waters in First Naval and adjoining Districts. Indexes kept by Coast and Geodetic Survey, Washington. (Weekly, official.) 15 x 26 loose charts, 1 ft. 4 in., on wooden shelf. Vault, between 1st and 2d floors (Bldg. 39). (1067)

467. REPORTS OF WORKMEN'S COMPENSATION, July 1915 - June 1918. Workmen's compensation recovered by employees for injuries sustained in yard. Filed chronologically. (Rarely, official.) 10 x 12 loose-leaf books, 4 ft. 6 in., on wooden shelf. Dirty. Vault, R. 2 (Bldg. 107). (1281)

468. PILING RECORD FOR SQUANTUM WORKS OF FORE RIVER SHIP YARD, 1917. Record of foundation piles placed for use in future building programs. Arranged chronologically. (Never.) 11 x 13¼ vols., 4 in., on cabinet. Vault, between 1st and 2d floors (Bldg. 39). (1266)

469. MISCELLANEOUS REPORTS. Jan. 1917 - Dec. 1918. Accounts of war time invoices and expenses; receiving, distribution, and pay roll sheets; bookkeeping records; labor and truck reports. Filed chronologically. (Rarely, official.) 9 x 12 envelopes, 1 ft. 7 in., in wooden box. Dirty. Vault, R. 2 (Bldg. 107). (1484)

470. ALLOTMENT REQUISITIONS, Apr. 1917 - Dec. 1935. Accounts of money alloted for jobs, amount expended for job, and amount owed if allotment was insufficient. Filed by subject. (Weekly, official.) 5 x 8 cards, 2 ft., in drawer of wooden cabinet. NW. corner, basement (Bldg. 39). (627)

471. LOG BOOKS, Jan. 1918 - Dec. 1929. Records of conditions and events on board U.S. Crane Ship 1, U.S.S. Whitney, U.S.S. Bridgeport, U.S.S. Triumph; also troop transports, U.S.S. Chester, U.S.S. Arethusa; some entries in code. Arranged chronologically. (Never.) 9½ x 14½ vols. (2), 11 in., on wooden shelf. Dirty, bindings broken. Vault, R. 2 (Bldg. 107). (1446)

472. HOURLY RECORDINGS, May 27, 1920 - July 8, 1922; July 18, 1922 - June 14, 1924; July 29, 1924 - Jan. 5, 1925; Feb. 27, 1925 - Apr. 15, 1926; Oct. 13, 1927 - Jan. 5, 1930. Tabulations of temperatures, tides, and winds at navy yard. Arranged chronologically. (Rarely, official.) 8½ x 14 vols. (10), 1 ft. 1 in., on open wooden shelf. Bindings broken. Vault, R. 2 (Bldg. 107). (1307)

473. REPORTS OF ATTENDANCE OF NAVY YARD EMPLOYEES, Jan. 1, 1921 - Dec. 31, 1923. Accounts of time worked by each employee. Filed alphabetically. (Rarely, official.) 4 x 9 loose sheets, 7 in., in drawer of wooden filing case. Dirty. Vault, between 1st and 2d floor (Bldg. 39). (1066)

474. GENERAL CORRESPONDENCE ON CONTRACTS, Jan. 1922 - Dec. 1925. Information and requests for information, on work contracts in process of fulfillment. Filed according to the United States Navy Filing Manual. (Weekly, official.) 8 x 11 letter boxes, 13 ft., in pasteboard boxes. Vault, between 1st and 2d floors (Bldg. 39). (1277)

475. REQUISITIONS FOR LABOR AND MATERIALS, Jan. 1922 to date. Requests for men and stock for all projects undertaken by division. Filed numerically. 3 x 5 card index, 51 ft. 4 in. See addenda for additional description of index. (Daily, official.) 10 x 15 folders, 42 ft. 8 in., in 25 drawers of steel filing cases. NW. side, basement, and SW. side, 1st floor (Bldg. 39). (795, 543)

476. COMPLETED JOB ORDERS, Jan. 1922 to date. Original job orders from main office. Filed numerically. 10 x 12 card index, 3 ft. 3 in. (Weekly, official.) 10 x 15 folders, 6 ft. 3 in., in 3 drawers of steel filing case and in pasteboard box. SE. side, 1st floor, and SW. side, basement (Bldg. 39). (630, 536)

477. SUMMARY OF METER READINGS, Jan. 1, 1924 to date. Tabulation of gauge readings of power supplied to navy yard departments. Filed chronologically. (Monthly, official.) 11 x 18 bundle, 6 in., in drawer of wooden filing case. N. side, 2d floor (Bldg. 108). (2869)

478. GENERAL CORRESPONDENCE, Mar. 1, 1925 to date. General and interoffice correspondence; notices, permits, and circular letters concerning First Naval District and navy yard. Filed numerically. 3 x 5 card index, 50 ft. (Daily, official.) 10 x 12 folders, 87 ft. 8 in., in 16 drawers of filing cases and 162 pasteboard boxes. SE. side, 1st floor (Bldg. 39). (787)

479. NAVY YARD POLICE RECORDS, July 1927 - July 1930. Day book: name of officer, place and time assigned for duty, and name of sergeant of guard. Arranged chronologically. (Never.) 8½ x 14 vols. (8), 6 in., on open wooden shelf. Dirty. Vault, R. 2 (Bldg. 107). (1274)

480. CORRESPONDENCE FILES, Jan. 1, 1930 to date. Letters concerning activities of division. Filed chronologically. (Weekly, official.) 9 x 12 folders, 7 ft., in 3 drawers of steel filing case. N. room, 2d floor (Bldg. 108). (2799)

481. ANNUAL INSPECTORS' REPORTS, July 1934 - June 1935. Recapitulations of periodic reports on condition of First Naval District buildings. Filed by subject. (Daily, official.) 5 x 8 cards, 2 ft. 3 in., in 2 drawers of steel card cabinets. NW. side, basement (Bldg. 39). (492)

482. WORK IN PROGRESS, Jan. - Dec. 1935. Reports on WPA and ERA work done for the Navy; also project orders, graphs, charts of work progress, and correspondence. Filed by subject. (Weekly, official.) 10 x 12 folders, 4 ft., in 2 drawers of wooden filing case. S. side, 1st floor (Bldg. 39). (606)

483. CONTRACTS, Jan. 1935 to date. Active contracts, affidavits, and schedules of progress. Filed numerically. 3 x 5 card index, 2 ft. 11 in. (Daily, official.) 10 x 15 envelopes, 1 ft. 6 in., in drawer of metal filing case. SE. side, 1st floor (Bldg. 39). (628)

484. JOB ORDERS, 1936 to date. Orders for jobs, estimates of costs,

and requests for labor and materials; transferred to completed job file on completion of work. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. SE. side, 1st floor (Bldg. 39). (631)

Receiving Station

485. REPORT OF CHANGES, PERSONNEL, UNITED STATES NAVY, Jan. 1930 to date. Changes, transfers, and promotions of personnel; records prior to 1930 sent to Bureau of Navigation. Arranged chronologically. (Daily, official.) 10 x 14½ loose-leaf book, 2 in., on top of desk. R. 341 (Bldg. 39). (532)

486. GENERAL CORRESPONDENCE, Jan. 1931 to date. Correspondence concerning outfitting, medical examinations, and transfers of recruits; prior records destroyed on authority. Filed according to the United States Navy Filing Manual. (Daily, official.) 8½ x 11 folders, 7 ft., in 4 drawers of steel filing case. R. 341 (Bldg. 39). (483)

487. MAST REPORT BOOK, Jan. 1931 to date. Records of punishments for misdemeanors, and transferred men's service records; volumes destroyed as filled. Filed alphabetically. (Weekly, official.) 8 x 14 vol., 2 in., on top of desk. R. 341 (Bldg. 39). (489)

488. RECORD OF MUSTER CARDS, Jan. 1932 to date. Record of present personnel and transferred men. Filed alphabetically. (Weekly, official.) 4 x 6 cards, 1 ft. 5 in., in 2 drawers of steel card cabinet and in wooden tray. R. 341 (Bldg. 39). (432)

489. SERVICE RECORDS, UNITED STATES NAVY, 1936. Enlisted men's service records: name, rank, classification, length of service, promotions, and transfers. Filed by subject. (Daily, official.) 4½ x 9 jackets, 12 ft. 6 in., in 3 drawers of steel filing case. R. 341 (Bldg. 39). (477)

490. EXPIRATIONS OF ENLISTMENTS, UNITED STATES NAVY, Jan. 1936 to date. Dates of expiration of enlistment, service records, forwarding address; removed from file when enlistment expires. Filed chronologically. (Daily, official.) 3 x 5 cards, 3 in., in drawer of steel card cabinet. R. 341 (Bldg. 39). (588)

Supply Department

491. SERVICE HISTORY OF CIVILIAN EMPLOYEES, Jan. 1915 to date. Classification of civilian employees showing pension dates. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 15 ft. 1 in., in 14 drawers of steel filing cases. 8th floor (Bldg. 149). (662)

492. SURVEY AND SALES, Jan. 1918 to date. Correspondence and reports concerning business Bureau of Supplies and Accounts; consulted for comparison of past bids to ascertain amount of materials supplied. Filed numerically. 3 x 5 card index, 7 ft. 8 in. (Daily, official.) 8½ x 11

folders, 33 ft. 3 in., in 20 drawers of steel filing cases. 8th floor (Bldg. 149). (658)

493. BILLS OF LADING ON COMMERCIAL SHIPMENTS, July 1922 to date. Bills of lading for all shipments other than those of government. Filed alphabetically and chronologically. (Some daily, official; some, never.) $8\frac{1}{2}$ x 14 loose sheets, 26 ft., in 16 drawers of steel filing cases and in 6 drawers of wooden filing cases. NW. room on 2d floor and NE. room on 1st floor (Bldg. 149). (617, 590)

494. GENERAL CORRESPONDENCE, Jan. 1925 to date. Correspondence, reports, and despatches concerning general activities; also survey books for 1928, record of transfer of materials, appointments, promotions. Filed according to the United States Navy Filing Manual. (Daily, official.) 5 x 9 vols. (3), and $8\frac{1}{2}$ x 11 folders, 22 ft. 7 in., in 19 drawers of steel filing cases. 8th floor (Bldg. 149). (671)

495. STOCK CONTROL FILE, Jan. 1925 to date. Account of stock ordered, received, and on hand showing maximum and minimum unit price. Filed alphabetically and numerically. (Daily, official.) 4 x 5 and 4 x 6 cards, 104 ft., in 36 drawers of card cabinets. 8th floor (Bldg. 149). (785)

496. NAVY CARGO CARRIERS SHIPMENT RECORDS, Jan. 1928 to date. Account of materials shipped on navy cargo carriers. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 14 loose sheets, 2 ft., in drawer of steel filing case. NW. room, 2d floor (Bldg. 149). (618)

497. STANDARD STOCK MATERIAL ORDER FILE, Jan. 1929 to date. Orders for purchase of stock materials. Filed numerically. Indexed. (Daily, official.) 12 x 18 loose-leaf books, 8 ft. 6 in., on wooden shelves. 8th floor (Bldg. 149). (666)

498. MANUFACTURERS' REQUESTS FOR SPECIAL MATERIALS AND STOCK, Jan. 1929 to date. Active and inactive requests for special stock and materials. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x 15 folders, 5 ft. 11 in., in 3 drawers of steel filing case. 8th floor (Bldg. 149). (867)

499. EXCESS STOCK REPORTS, Jan. 1929 to date. Perpetual record of stock in excess of maximum quantity allowed. Filed numerically. Indexed. (Daily, official.) $3\frac{1}{4}$ x $7\frac{1}{4}$ cards, 12 ft., in 6 drawers of steel filing cases. 8th floor (Bldg. 149). (610)

500. INVOICE FILE, Jan. 1929 to date. Active and inactive invoices for all types of material. Filed numerically. Indexed. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 36 ft., in 18 drawers of steel filing cases. 8th floor (Bldg. 149). (595)

501. COST SURVEYS, Jan. 1929 to date. Cost analysis of materials. Filed numerically. 3 x 5 card index. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. 8th floor (Bldg. 149). (611)

502. REPORTS ON MATERIALS, Jan. 1929 to date. Reports indicating specifications to be met. Filed numerically. Indexed. (Daily, official.) 8½ x 11 folders, 4 ft., in 2 drawers of steel filing case. 8th floor (Bldg. 149). (615)

503. RECORD OF INSPECTION FILE, Jan. 1929 to date. Reports of tests and inspections of materials. Filed numerically. 3 x 5 card index. (Daily, official.) 8½ x 15 loose sheets, 36 ft., in 18 drawers of steel filing cases. 8th floor (Bldg. 149). (665)

504. SHIPMENT REQUESTS FROM OTHER YARDS, Apr. 1929 to date. Requests for shipments of materials. Filed alphabetically. (Daily, official.) 8½ x 15 folders, 5 ft. 9 in., in 3 drawers of steel filing case. 8th floor (Bldg. 149). (607)

505. COMPLETED CONTRACTS, July 1929 to date. Record of job contracts completed within past seven years. Filed numerically. Index. (Daily, official.) 8½ x 15 pockets, 4 ft., in 2 drawers of steel filing case. 8th floor (Bldg. 149). (1107)

506. MISCELLANEOUS CORRESPONDENCE, Jan. 1930 to date. General letters concerning shipments of materials. Filed alphabetically. (Daily, official.) 8½ x 14 loose sheets; 8 ft., in 4 drawers of steel filing case. NW. room, 2d floor, (Bldg. 149). (619)

507. REQUISITIONS FOR MATERIAL FOR NAVY YARD, Jan. 1930 to date. Requisition for materials to be used at navy yard and stations in First Naval District. Filed numerically. Index. (Daily, official.) 8½ x 15 pockets, 138 ft., in 69 drawers of steel filing cases. 8th floor (Bldg. 149). (1106)

508. MISCELLANEOUS REQUISITIONS FOR UNITS IN FIRST NAVAL DISTRICT, Jan. 1930 to date. Requisitions for purchase of miscellaneous materials purchased by Bureau of Supplies and Accounts for all units of First Naval District. Filed by subject. (Daily, official.) 8 ½ x 15 pockets, 4 ft., in 2 drawers of steel filing case. N. side, 8th floor (Bldg. 149). (1482)

509. PROVISIONS CONTRACTS FOR SHIPS, HOSPITALS, NAVY YARD AND SOME UNITS IN THE FIRST NAVAL DISTRICT, Jan. 1930 to date. Contracts for provisions purchased for units in First Naval District. Filed numerically. Indexed. (Daily, official.) 8½ x 15 pockets, 20 ft., in 10 drawers of steel filing cases. NE. corner, 8th floor (Bldg. 149). (1442)

510. GOVERNMENT BILLS OF LADING, July 1930 to date. Bills of lading for shipment of government materials. Filed alphabetically. (Daily, official.) 8½ x 14 folders, and loose sheets, 30 ft., in 15 drawers of steel filing cases. NW. room, 2d floor, and NE. room, 1st floor (Bldg. 149). (594, 591)

511. TRACING FILE, July 1930 to date. Ready reference system for tracing goods in transit. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden card cabinet. NW. room, 2d floor (Bldg. 149). (609)

512. RAILROAD TARIFFS, ICC, July 1930 to date. ICC tariffs, supplements, rules, and regulations governing railroad rates. Filed numerically. (Daily, official.) 8½ x 11 loose sheets, 6 ft., in 4 drawers of steel filing case. NW. room, 2d floor (Bldg. 149). (620)

513. HOUSEHOLD GOODS RECORDS, July 1930 to date. Shipments of household materials to points in First Naval District within 40 miles of Boston. Filed alphabetically. (Daily, official.) 8¼ x 14 loose sheets, 6 ft., in 3 drawers of steel filing case. NW. room, 2d floor (Bldg. 149). (608)

514. FOLLOW UP FILE, Jan. 1931 to date. Progress on jobs in process; also notation on whether schedule is being met. Filed alphabetically. (Daily, official.) 8½ x 15 pockets, 28 ft., in 16 drawers of steel filing cases. 8th floor (Bldg. 149). (854)

515. MISCELLANEOUS CORRESPONDENCE FILE, Jan. 1933 to date. Letters concerning requisitions; supplies, bills, and routine business of navy yard. Some filed by subject, some alphabetically, and some numerically. (Daily, official.) 8½ x 11 folders, 18 ft. 3 in., in 10 drawers of steel filing cases. 8th floor (Bldg. 149). (869, 852, 1451)

516. SCHEDULES OF MATERIALS BEING FURNISHED UNDER BUREAU CONTRACTS, Jan. 1933 to date. Schedules of materials furnished to navy yard. Filed chronologically. (Daily, official.) 8½ x 15 folders, 9 ft. 9 in., in 5 drawers of steel filing cases. 8th floor (Bldg. 149). (866)

517. REQUEST FOR SPECIAL MATERIAL, Jan. 1933 to date. Requisitions for materials other than standard stock on hand; also modification sheets. Filed by subject. (Daily, official.) 8½ x 15 envelopes, 8 ft. 4 in., in drawer of wooden filing case and in 4 drawers of steel filing case. 8th floor (Bldg. 149). (664)

518. REPLENISHMENT GROUP FILES, Jan. 1933 to date. Requests to Washington for standard stock items to replace material withdrawn. Filed numerically. 3 x 5 card index. (Daily, official.) 8½ x 15 folders, 2 ft. 10 in., in 2 drawers of steel filing case. 8th floor (Bldg. 149). (663)

519. DATA ON FINANCE AND SUPPLIES, Jan. 1933 to date. Job orders, accounting data, and general information on transaction of Supply Department business. Filed by subject. (Daily, official.) 10 x 15 folders, 11 in., in drawer of steel filing case. 8th floor (Bldg. 149). (657)

520. CONTROLLING CARDS, Jan. 1933 to date. Outstanding accounts on contracts for ship construction. Filed numerically. Index. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. 8th floor (Bldg. 149). (672)

521. CONTRACTS AND REQUISITIONS, Jan. 1933 to date. Contracts awarded to various individuals by Purchasing Department; includes requisitions. Filed numerically. 3 x 5 card index, 6 in. (Older records, weekly; current

records, daily, official.) $8\frac{1}{2}$ x 15 pockets, 256 ft., in 128 drawers of steel filing cases. 8th floor (Bldg. 149). (853)

522. RECORDS OF ISSUES AND ALLOWANCE SHEETS, Jan. 1933 to date. Issues of food and clothing requested; also supporting invoices in allowance lists. Filed numerically. (Daily, official.) Variously sized folders, envelopes, and loose sheets, 184 ft. 6 in., in 68 drawers of steel filing cases and in 36 drawers of steel card cabinets. 8th floor (Bldg. 149). (1214)

523. REQUISITIONS FOR PURCHASE AND MANUFACTURE FOR NAVY YARD USE, May 1933 to date. Chit slips (duplicates). Filed numerically. $8\frac{1}{2}$ x 14 vol. index. (Daily, official.) $3\frac{1}{2}$ x $7\frac{1}{4}$ loose papers, 7 ft. 5 in., in 6 drawers of wooden card cabinets. 8th floor (Bldg. 149). (647)

524. SCALE TICKETS, Jan. 1, 1934 to date. Time-stamped record of weights of trucks and freight cars passing through yard. Filed chronologically. (Daily, official.) 4 x 6 bundles, 3 ft., on wooden shelf. 1st floor (Bldg. 19). (2769)

525. DAILY RECEIPTS, Jan. 1934 to date. Reports for checking and balancing daily receipts. Filed chronologically. (Daily, official.) 5 x 8 folders, 5 ft., in 8 drawers of wooden card cabinets. 8th floor (Bldg. 149). (589)

526. DAILY STATEMENT OF EXPENDITURES, Jan. 1934 to date. Adjustment slips, and statements for checking vouchers; two class register books of original entry; also NIRA accounts, purchases, supplies, and appropriations. Filed chronologically. (Daily, official.) 16 x 21 vols., and 10 x 15 folders, 10 ft. 7 in., in 9 drawers of steel filing cases. 8th floor (Bldg. 149). (670)

527. NAVAL AMMUNITION STORES ACCOUNTS, Jan. 1934 to date. Materials received and issued by discontinued Hingham stores office. Filed chronologically, numerically, and by subject. (Weekly, official.) 10 x 15 folders, 3 ft. 10 in., in 3 drawers of steel filing case. 8th floor (Bldg. 149). (660)

528. INSPECTION CALLS AWAITING DELIVERY, Jan. 1934 to date. Notification of expected deliveries requiring inspection. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 14 folders, 6 ft., in 3 drawers of steel filing case. NE. room, 1st floor (Bldg. 149). (592)

529. WEEKLY REPORTS, Jan. 1934 to date. Review of work completed or in progress in sections and divisions of Supply Department. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 1 ft., in drawer of steel filing case. 8th floor (Bldg. 149). (629)

530. ADVANCED COPIES OF INVOICES FOR GENERAL MATERIALS, Mar. 1934 to date. Invoices for materials awaiting delivery; reports from Bureau of Supplies and Accounts, and other navy divisions for checking material costs, delivery dates, and daily expenditures; also invoices relating to ships

under construction. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 ft., in 2 drawers of steel filing case. 8th floor (Bldg. 149). (668)

531. GENERAL CORRESPONDENCE FILE, July 1934 to date. Letters concerning materials used at yard. Some filed numerically, some alphabetically. (Daily, official.) 8½ x 11 folders, 8 ft., in 4 drawers of steel filing case. 8th floor, and NE. room, 1st floor (Bldg. 149). (669, 614)

532. TRUCKING BILLS FROM OUTSIDE CONTRACTORS, July 1934 to date. Bills for trucking navy materials. Filed alphabetically. (Daily, official.) 8½ x 14 folders, 6 ft., in 3 drawers of steel filing case. NE. room, 1st floor (Bldg. 149). (632)

533. SCALE REPORTS, Jan. 1, 1936 to date. Reports on movement of trucks and freight cars showing date, time of entering and leaving yard, weight, description of contents and destination. Arranged chronologically. (Daily, official.) 8½ x 14 vol., ½ in., on desk. 9th floor (Bldg. 19). (2663)

534. EMERGENCY RELIEF NAVAL REQUISITIONS AND CONTRACTS, Jan. 1936 to date. Requisitions and contracts for purchase of Emergency Relief Naval Program. Filed chronologically. (Daily, official.) 8½ x 15 pockets, 10 ft., in 5 drawers of steel filing cases. 8th floor (Bldg. 149). (1105)

535. CONFIDENTIAL CONTRACTS, no dates. Confidential contracts of chief supply officer. 8 x 10 and 8 x 15 envelopes and bundles, 10 in., in 2 drawers of steel filing case. (Confidential.) 8th floor (Bldg. 149). (593)

BRANCH HYDROGRAPHIC OFFICE
Custom House

The Hydrographic Office was established in Boston, on July 7, 1883, to distribute information concerning the waters of New England, and to check mariners' instruments. Before the present quarters were taken, this office was housed in the Board of Trade Building, 133 State Street and in the Ames Building, 1 Court Street, Boston.

536. GENERAL CORRESPONDENCE, Oct. 2, 1883 to date. Correspondence with Bureau of Navigation and branch offices, concerning office routine reports, navigation routes, International Ice Patrol, broadcasts, distress signals, and hydrographic reports. Older records filed chronologically; current records filed according to the United States Navy Filing Manual. (Older records, rarely; current records, daily, official.) Variously sized press-board letter files, copy books and folders, 7 ft. 7 in., on

metal shelf and in metal filing case. Older records, ink faded. N. room, 4th floor. (1701, 1934)

537. REQUISITIONS, May 26, 1906 - Apr. 15, 1918. Requisitions for office supplies, maps and charts. Arranged chronologically. (Daily, official.) $10\frac{1}{4}$ x $11\frac{1}{2}$ vol. and 9 x 12 folder, $2\frac{1}{2}$ in., in metal cabinet. N. room, 4th floor. (1831)

FLEET NAVAL RESERVE

(not surveyed)

INSPECTOR OF NAVAL MATERIAL
Bldg. 24, Boston Navy Yard

An office of an Inspector of Naval Material was established at this yard on January 1, 1917. All activities of the Inspector of Hulls and Engineering Materials and those of this office have been consolidated since March 1, 1928. Records apparently are intact from the date of establishment and are in excellent condition.

538. MISCELLANEOUS SPECIFICATIONS, 1917 to date. Covering naval material. Filed according to the United States Navy Filing Manual. 5 x 8 card index, 27 ft., in 29 drawers of steel card cabinet. (Rarely, official.) 5 x 7 3/4 leaflets, 29 ft. 6 in., in 12 drawers of wooden filing cases. R. 1. (12, 152)

539. REPORTS OF INSPECTORS OF HULLS, Apr. 1928 to date. Concerning inspection of hulls of vessels, and related correspondence. Filed alphabetically. (Occasionally, official.) Variously sized loose papers, 7 ft. 2 in., in 14 wooden transfer cases on shelves. R. 1. (12,153)

540. RECORDS, SPECIFICATIONS AND INSPECTION ORDERS, COMPLETED, 1928 to date. Concerning material and supplies, together with blueprints, controls, and correspondence relating thereto. Filed according to the United States Navy Filing Manual. (Older records rarely, recent records occasionally, official.) Variously sized folders, bundles, and rolls of blueprints. 531 ft. 8 in., in 51 drawers of steel filing cases, on open wooden shelves, on floor, and on top of filing cases and desks. Rs. 1 and 2. (12,154)

541. RECORDS AND SPECIFICATIONS, Jan. 1, 1936 to date. Pertaining to manufacture of naval material, also blueprints, and related correspondence. Filed according to the United States Navy Filing Manual. 5 x

8 and 4 x 6 alphabetical card index, 2 ft. 9 in. (Daily, official.) 10 x 12 folders, 47 ft. 10 in., in 20 drawers of steel filing cases and on top of desks. R. 1. (12,155)

542. BLUEPRINTS, no dates. Filed by subject. (Frequently, official.) Variously sized bundles and rolls, 21 ft., in 5 steel lockers. R. 1. (12,156)

MARINE CORPS RECRUITING OFFICE
Federal Bldg.

The Marine Corps Recruiting Office for the New England area was established at Hanover Street, Boston, in 1913. In June 1921 the office was moved to the Appraisers' Stores, 410 Atlantic Avenue; and on Oct 5, 1933 to its present location in the Federal Building. The records, consisting of copies of correspondence, applications, and medical reports are maintained in very good condition in metal filing cases.

543. MEDICAL RECORDS, Jan. 1, 1935 to date. Medical histories of applicants for enlistment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. R. 712. (3685)

544. CORRESPONDENCE, OFFICIAL BUSINESS, Nov. 20, 1935 to date. Concerning general activities of office. Filed by subject. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in metal filing cases. R. 736. (3705)

545. APPLICANTS ACCEPTED, Nov. 20, 1935 to date. Personal histories of applicants accepted for enlistment in Marine Corps and Reserve. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, 2 in., in wooden filing case. R. 736. (3714)

546. APPLICANTS, REJECTED AND PENDING, REGULARS AND RESERVES, Nov. 20, 1935 to date. Personal histories. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in wooden filing case. R. 736. (3721)

MARINE CORPS RESERVE

(not surveyed)

NAVY RECRUITING STATION
Federal Bldg.

The date of establishment of the Navy Recruiting Station in Boston cannot be definitely ascertained. However, it is estimated that the office has been operating since 1900. It is a main station in the Northeastern Recruiting Division. Formerly located at 66 Hanover Street and 116 Washington Street, the agency is now maintained in a suite of offices on the seventh floor of the Federal Building. Originals of most records are sent to Washington, only copies being kept by this agency. Periodically, permission is granted to destroy old, useless records. Therefore, all records on hand are considered of value to the agency, and are well kept in Rooms 716 and 722.

547. REJECTION REPORTS, Jan. 1, 1921 - Dec. 31, 1924. Rejected applicants: showing name, address of applicant, date of application, and reason for rejection. Filed chronologically. (Never.) 10 x 12 packages, 3 ft. 2 in., on wooden shelf. R. 716. (3277)

548. STATISTICAL DATA OF ENLISTED MEN, Jan. 1, 1925 to date. Form X, information concerning recruits, showing name of applicant, date of enlistment or rejection and reason for rejection. Filed chronologically. (Daily, official.) 2 x 4 loose sheets, 12 ft. 3 in., in metal filing cases. R. 722. (3395)

549. DESERTION NOTICES, Aug. 9, 1927 to date. Form 4-3817, names and descriptions of deserters from stations in First Naval District. Filed alphabetically. (Occasionally, official.) 8 x 10½ folders, 9 in., in metal filing case. R. 716. (3329)

550. ENLISTMENT RECORDS, Jan. 1, 1929 to date. Enlistment records of recruits, noting stations to which assigned for duty. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 10 in., in wooden card cabinets. R. 716. (3346)

551. CASH BOOK, Dec. 31, 1931 to date. Record of disbursements for office expenses. Arranged chronologically. (Daily, official.) 15 x 20 vol., 1 in., on metal filing case. R. 716. (3180)

552. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1932 to date. Concerning routine recruiting activities, rules and regulations. Filed alphabetically. (Daily, official.) 9 x 15 folders, 3 ft. 8 in., in metal filing cases. R. 716. (3199, 3283)

553. SERVICE RECORDS, July 1, 1932 to date. Service history of each member of personnel, showing name, age, address, family history and health record. Filed alphabetically. (Monthly, official.) 4 x 9 folders, 1 ft. 5 in., in metal safe. R. 716. (3274)

554. GENERAL MEDICAL FILE, Jan. 1, 1933 to date. Correspondence concerning activities of medical unit, reports on physical examination of recruits, requisitions for medical supplies and monthly reports to medical examiner. Filed by subject. (Daily, official.) 10 x 15 sheets, 3 ft. 8 in., in wooden filing cases. R. 722. (3345)

555. MISCELLANEOUS DISBURSEMENT RECORDS, July 1, 1933 to date. Accounts of disbursements for all purposes. Filed chronologically. (Daily, official.) 9 x 15 envelopes, 1 ft. 1 in., in wooden filing case. R. 716. (3204)

556. RECORD OF APPLICANTS, Nov. 2, 1933 - Dec. 28, 1935. Enlistment applications, showing name, address, age of applicant, and date of application. Arranged alphabetically. (Never.) 8½ x 14 vol., 3½ in., on wooden shelf. R. 716. (3326)

557. ENLISTMENT RECORDS, Jan. 1, 1934 to date. NRB Form 18, copies of enlistments made at this station. Filed alphabetically. (Daily, official.) 4 x 9½ pockets, 13 ft., in wooden document holders. R. 716. (3401)

558. MONTHLY REPORTS, Jan. 1, 1934 to date. Recapitulation of recruiting activities: total number of applicants, number accepted or rejected. Filed chronologically. (Rarely, official.) 8 x 10½ sheets, 5 in., in wooden filing case. R. 716. (3347)

559. UNDESIRABLE RECORDS, Jan. 1, - Dec. 31, 1935. NRB Form 18, records of applicants rejected as undesirables. Filed alphabetically. (Daily, official.) 4 x 9½ pockets, 5 ft., in wooden document holders. R. 716. (3328)

560. SUBSTATION REJECTION, Jan. 1, 1935 to date. NRB Form 45, applicants rejected at substation, showing age of applicant and reason for rejection. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 6 ft. 1 in., in wooden filing cases and metal card cabinet. R. 716. (3282, 3386)

561. APPLICATION RECORDS OF ENLISTED MEN, Jan. 1, 1935 to date. Applications for enlistment and certificates of medical examination. Filed alphabetically. (Daily, official.) 3 x 10 envelopes, 14 ft. 6 in., in metal filing cases. R. 722 (3278)

562. COMPLETED APPLICATIONS, Jan. 1, 1936 to date. NRB Form 18, copies of applications and related papers, filed by men accepted for service. Filed alphabetically. (Daily, official.) 4 x 9½ pockets, 4 ft., in wooden document holders. R. 716. (3281)

563. MAIN OFFICE REJECTIONS, Jan. 1, 1936 to date. NRB Form 5, rejected applicants, showing name, age of applicant and reason for rejection. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 ft. 7 in., in metal filing case. R. 716. (3237)

564. RECORD OF MOVING PICTURES SHOWN, Mar. 3, 1936 to date. List of schools, lodges and clubs where movies of naval life were shown for publicity purposes. Arranged chronologically. (Daily, official.) 8 x 10½ vol., 1 in., in metal filing case. R. 716 (3701)

565. WAITING LISTS, Apr. 1, 1936 to date. Recruits examined by officials but awaiting assignment to duty. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 in., in wooden card cabinet. R. 716. (3399)

566. INCOMPLETE APPLICATIONS, June 27, 1936 to date. NRB Form 18, enlistment applications awaiting disposition by authorities. Filed alphabetically. (Daily, official.) 4 x 9½ pockets, 1 ft. 1 in., in wooden filing cases. R. 716. (3400)

567. MOTION PICTURE FILM, See addenda for list of titles with number of reels and total footage for each. Original negatives, 35mm and 16mm, in metol containers. Card index. R. 716. (P-11739)

BROCKTON

NAVY RECRUITING SUBSTATION
Post Office Bldg.

The recruiting station at Brockton was established July 1, 1935 during a drive for new enlistments. Each year a naval exhibition is held at the Brockton Fair, and at this time the recruiting office is most active. The agency occupies room 210 of the Post Office Building and is open two or three days each week. The personnel comprises one first class gunner's mate. All records of this office are sent to the Boston headquarters and none have been lost or destroyed.

568. RECORD OF ACCEPTED AND REJECTED APPLICATIONS, July 1, 1935 to date. Entries showing name, address, and age of applicant; date of acceptance and enlistment, or date and cause of rejection. Entered alphabetically. (Frequently, official.) 8½ x 14 vol., 1 in., on desk. R. 210. (59)

569. INVESTIGATION REPORTS, July 1, 1935 to date. Completed and incompleted records of applicants home investigation reports; reports of mental and physical examination, character references, birth certificates, changes in application with reason therefor, service and police records, and in the cases of minors, the consent of a parent or guardian is shown. Filed alphabetically. (Frequently, official.) 4 x 9½ envelopes, 8 in., in wooden drawer. R. 210. (62)

570. RECORD OF APPLICATIONS, SCHOOLS AND LOCATIONS OF POSTERS IN THIS TERRITORY, July 1, 1935 to date. Records listing all Brockton men in the service and those inquiring about the service; lists of naval schools; towns in this territory with their population, and locations of posters,

together with renewal data. Filed alphabetically. (Frequently, official.) 9 x 14½ vol., 1½ in., on desk. R. 210. (61)

571. GENERAL CORRESPONDENCE, July 1, 1935 to date. Concerning recruiting service between the Commanding Officer of this area and officials, and letters from Brockton residents. (Frequently, official.) 8½ x 11 folders, 8 in., in wooden drawer. R. 210. (60)

572. MOTION PICTURES OF UNITED STATES NAVY ACTIVITIES, Motion picture film, acetate projection positive, 35mm (2100), 16mm positive (350), in metol cans. R. 210. (P-392)

CAMBRIDGE

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
NAVAL DETAIL
55 Massachusetts Ave.

The Pratt School of Naval Architecture and Marine Engineering was established at the Massachusetts Institute of Technology in 1929, to serve Annapolis and technological graduates. From Sept. 1, 1901 to Aug. 15, 1919, this agency was known as "Engineers C", and occupied a building at the present site of the University Club, Trinity Place, Boston. During the war "Engineers C" courses were suspended and were not resumed until 1929 at the Pratt School. Its records are maintained in good condition, in the three rooms which have been assigned to the navy at the Pratt School.

573. BLUEPRINTS OF THE UNITED STATES NAVAL SHIPS, Jan. 2, 1900 to date. Construction blueprints for cruisers, destroyer leaders, airplane carriers, submarines, monitors, mine sweepers and torpedo boats, and launching data, with lists of materials used. Filed chronologically. (Daily, official.) 14 x 30 folded blueprints, 34 ft. 2 in., in wooden filing cases. Rs. 5-320 to 5-327. (481)

574. CONFIDENTIAL PLANS, SHIPS, Jan. 1900 to date. Blueprints of armaments and mines, also notes on tactics and strategy. Filed alphabetically. (Daily, official.) 12 x 12 blueprints, 1 ft. 6 in., in metal vault. Rs. 5-320 to 5-327. (480)

575. MARINE EQUIPMENT, UNITED STATES NAVAL SHIPS, Sept. 15, 1901 to date. Lecture notes; sketches on blowers, condensers, Diesel engines, turbines, economizers and pneumerators. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in metal filing case. R. 5-325. (490)

576. NAVAL AND MARINE ENGINEERING, Sept. 15, 1901 to date. Lecture notes, charts and diagrams, for engineering course. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in metal filing case. R. 5-325. (489)

577. STRUCTURAL DESIGN, UNITED STATES NAVAL SHIPS, Sept. 15, 1901 to date. Diagrams, graphs and charts for illustrating theory of structural design of naval vessels. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in metal filing case. R. 5-325. (486)

578. PLANS OF FIGHTING SHIPS, 1901 - 1907. Blueprints of ships built by private contractors, showing specifications and architectural design. Filed chronologically. (Daily, official.) 14 x 30 blueprints, 2 ft. 7 in., in wooden filing cases. Rs. 5-320 to 5-327. (483)

579. LISTINGS OF NAVAL OFFICERS, June 1, 1904 to date. List of officers: name of officer, academy, date of graduation, and name of station to which attached. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 in., in wooden card cabinet. R. 5-325. (492)

580. LAUNCHINGS, SHIP NAMES AND NUMBERS, Nov. 1, 1904 to date. Correspondence, maps, and illustrative matter on launching of naval vessels. Filed chronologically. 3 x 5 card index, 1 ft. 2 in. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case. R. 5-325. (491)

581. SHIP DESIGN, Oct. 2, 1916 to date. Blueprints, memoranda on all phases of construction of battleships, cruisers, airplane carriers, liners, and motor boats, including data on structural design, building regulations, basic construction, general mechanism, and materials used. Filed chronologically. 3 x 5 card index, 10 in. (Daily, official.) 9 x 12 folders, 8 ft., in metal filing cases. R. 5-325. (484)

582. DRAFTING INSTRUCTIONS, UNITED STATES NAVAL VESSELS, Jan. 1, 1920 to date. Lecture notes, drawings, for course in drafting, also outline of duties of United States Navy draftsmen. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in metal filing case. R. 5-325. (488)

583. CALCULATIONS, MACHINE DESIGN, M.I.T., Jan. 1, 1920 to date. Notes, charts, sketches, and diagrams on naval and marine engineering. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case. R. 5-325. (487)

584. LAUNCHING DATA, Jan. 15, 1924 to date. Blueprints, graphs, memoranda on stability, power, speed, weight, pressure, and estimated conditions. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case. R. 5-325. (485)

585. STUDENT NOTES ON HULL SPECIFICATIONS, Sept. 1935 to date. Preliminary calculations for hull design, available only to instructors and students. Filed chronologically. (Daily, official.) 10 x 14 vols., 3 ft., in wooden filing cases and on wooden shelf. Rs. 5-320 to 5-327. (482)

NAVAL RESERVE OFFICERS' TRAINING CORPS
Harvard University
3 Holyoke St.

The Naval R.O.T.C. was established at Harvard University on July 1, 1926 to conduct a four year lecture, laboratory, and drill course in naval theory, strategy, and tactics. In addition to regular school year courses, it conducts a summer training cruise on a vessel requisitioned from the U. S. Navy. Located at Memorial Hall until 1927, the office was then moved to the Economics Building. In 1928, its present quarters were opened in Shepherd Hall, a four story wooden dormitory. The records, covering all phases of Naval R.O.T.C. administration and function, are kept in fairly good condition in the north room of the first floor.

586. DIGEST OF PRESS NEWS FOR NAVAL R.O.T.C. UNIT, Jan. 1, 1926 to date. Mimeographed summary of news on naval operations of foreign countries, compiled by Chief of Naval Operations, Intelligence Division. Filed chronologically. (Daily, official.) 8½ x 14 report sheets, 4 in., on wooden bulletin board. N. room, 1st floor (136)

587. INCOMING ORDERS TO OFFICERS, Jan. 5, 1926 to date. Notifications and orders from Bureau of Navigation to unit officers concerning additional duty, changes of duty, transfers, appointments, and leaves; also general navy regulations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor (124)

588. PERSONNEL MOBILIZATION PLANS, Jan. 8, 1926 to date. Circular letters containing mobilization plans and duties, basic war plans, information on Atlantic and Asiatic Fleets, and transportation service. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (377)

589. COMMUNICATIONS, NAVIGATION MESSAGES AND DISPATCHES, NAVAL R.O.T.C. July 1, 1926 to date. Telegrams, cablegrams, radiograms, and memoranda from Washington and Boston headquarters concerning rulings, discipline, promotions, and commissions. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor (161)

590. BUREAU OF NAVIGATION BULLETINS, July 1, 1926 to date. Mimeographed tabulations of general information for naval service. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (263)

591. ORGANIZATION AND PROCEDURE, FIRST NAVAL DISTRICT, July 1, 1926 to date. Manuals on organization, procedure, changes, replacements, and district war plans. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (184)

592. NAVY REGULATIONS, July 1, 1926 to date. Instructions to officers on knowledge required of personnel; also data on ranks, commands, honors, store and office procedure, and general procedure for government and efficency of the navy. Filed numerically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (241)

593. NAVAL R.O.T.C., STANDING ORDERS, July 1, 1926 to date. General orders from Chief of Bureau of Navigation, mostly concerning regulations, efficiency, health requirements, duties, responsibilities, and physical inspections. Filed chronologically. (Daily, official.) 9 x 12 covers, 1 in., on wooden shelf. N. room, 1st floor (191)

594. NAVAL SCIENCE AND R.O.T.C. CIRCULAR LETTERS, July 1, 1926 to date. Instructions from Bureau of Navigation and district headquarters concerning enlistments, examinations,appointments, and commissions. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor (110)

595. CIRCULAR LETTERS FROM THE COMMANDANT, NAVY YARD, July 1, 1926 to date. Circular letters from district headquarters concerning activities of naval R.O.T.C., including rules and regulations, methods of organization and procedure, discussions on diseases and treatments. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (332)

596. R.O.T.C. CIRCULAR LETTERS, July 1, 1926 to date. Circular memoranda from Bureau of Navigation, principally concerning seamanship, target practice, and cruises. Filed chronologically. (Daily, official.) 9 x 12 covers, 8 in., on wooden shelf. N. room, 1st floor. (193)

597. NAVAL SCIENCE DEPARTMENT LETTERS, NAVAL R.O.T.C., July 1, 1926 to date. Mimeographed instructions from professor of Naval Science and Tactics, concerning subjects in courses of study. Filed chronologically. (Daily, official.) 8 x 10 bundles, 9 in., on open wooden shelf. N. room, 1st floor. (138)

598. OFFICERS' MEMORANDUM, NAVAL SCIENCE COURSES, HARVARD UNIVERSITY, July 1, 1926 to date. Mimeographed instructions to teachers on subjects treated in Naval Science and Tactics courses. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. N. room, 1st floor. (103)

599. REGULATIONS, NAVAL R.O.T.C., July 1, 1926 to date. Correspondence, pamphlets, from Washington and Boston headquarters, to instructors, chiefly concerning rules and regulations for ships, examinations, honors, and appointments; also pertinent Acts of Congress. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (139)

600. NAVAL SCIENCE DEPARTMENT LETTERS, July 1, 1926 to date. Correspondence from Washington and Boston headquarters, and Harvard University,

mostly concerning awards of certificates, including college and yard rules and privileges. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. N. room, 1st floor. (187)

601. NAVAL SCIENCE MEMORANDA, July 1, 1926 to date. Correspondence, and instructions on agency activities: rules, regulations, cruises, books and equipment; also correspondence to professor of Naval Science and Tactics concerning Naval Reserve seniors. Filed chronologically. (Daily, official.) 9 x 12 folders, 11 in., in drawers of metal filing case. N. room, 1st floor. (134)

602. AUTHORIZATION FOR PRACTICE CRUISES, NAVAL R.O.T.C. UNIT, July 1, 1926 to date. Mimeographed instructions concerning summer cruises; date of sailing, name of ship, ports of call, date of return; also addresses by instructor in Naval Science and Tactics course. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (97)

603. HEALTH RECORD, UNITED STATES NAVY, July 1, 1926 to date. Name, rank, rating, and physical condition of Naval Reserve member; dental and medical history; remarks, and instructions on health precautions. Filed alphabetically. (Daily, official.) 6 x 9 bundles, 1 ft., on metal filing case. Dirty. N. room, 1st floor. (105)

604. REPORT OF PHYSICAL EXAMINATION, NAVAL R.O.T.C., July 1, 1926 to date. Name, rank, corps, physical description of member; place, date of birth, family history, medical history, remarks, findings; place, date, and purpose of examination. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. N. room, 1st floor. (70)

605. BATTALION ORGANIZATION, NAVAL R.O.T.C., July 1, 1926 to date. Mimeographed organization lists: names of Battalion Commander, Adjutant Signal Officer, Commissary, Quartermaster, Chief Petty Officer, Company Commander, petty officers, and students. Filed chronologically. (Monthly, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. N. room, 1st floor. (62)

606. STUDENTS' RECORD, NAVAL RESERVE OFFICERS' TRAINING CORPS, July 1, 1926 to date. Copies of students' histories: name, address of student, date, place of duty, physical condition, personal qualities name of nearest of kin, and subjects of completed courses. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 12 folder, 8 in., in drawer of metal filing case. N. room, 1st floor. (65)

607. RESERVE OFFICERS' TRAINING CORPS RECORD, July 1, 1926 to date. Navy Form 269, service records of graduates: name, address, religious affiliation, proficiency, date, place of birth, date of enrollment, number of training cruises taken, date of completion of course, and date of commission. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 2 in., in drawer of metal filing case. N. room, 1st floor. (101)

608. REQUEST FOR LEAVE OF ABSENCE, NAVAL R.O.T.C. UNIT, July 1, 1926 to date. Leaves of absence granted or refused: reasons, signature of captain, and remarks. Filed chronologically. (Daily, official.) 9 x 12 vol., 7 in., in drawer of metal filing case. N. room, 1st floor. (98)

609. INFORMATION DATA, SUPPLY OFFICERS, NAVAL BUSINESS, July 1, 1926 to date. Mimeographed instructions on supplies and accounts, mostly concerning maintenance of records and equipment, and regulations for obtaining supplies. Filed chronologically. (Daily, official.) 5 x 8 pamphlets, 6 in., on open wooden shelf. N. room, 1st floor. (221)

610. ORDNANCE EQUIPMENT CARDS, NAVAL RESERVE, July 1, 1926 to date. Records of ordnance materials received by stations and ships: name of station, ship, quantity, description of article, name of sender, quantity transferred; also instructions, regulations, concerning ordnance. Filed according to the United Stated Navy Filing Manual. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. N. room, 1st floor. (73)

611. ORDER BOOK, UNITED STATES NAVY, R.O.T.C., July 1, 1926 to date. List of supplies funished, and interpretation of rules governing orders. Filed alphabetically. (Daily, official.) 8 x 14 vol., 3 in., on shelf. N. room, 1st floor. (77)

612. RECEIPTS FOR NAVAL R.O.T.C. EQUIPMENT, July 1, 1926 to date. Receipts for equipment given to students: name of student, number of years in training, name and number of article. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. N. room, 1st floor. (95)

613. SUBSISTENCE ROLL, July 1, 1926 to date. Navy Form 270A, subsistence allotments for students in advanced courses: name, rank of student, date of entrance into course, name and location of institution, period, amount of allotment, date, number of voucher, signature, and remarks of commanding officer. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of metal filing case. N. room, 1st floor. (56)

614. NAVAL R.O.T.C. UNIT, OUTLINE OF COURSES, July 1, 1926 to date. List of courses of study: seamanship, navigation, meteorology, engineering, strategy and tactics, international law, and administration. Filed chronologically. (Daily, official.) 9 x 11 bundles, 1 ft., on wooden shelf. N. room, 1st floor. (140)

615. SHIP ADMINISTRATION AND NAVAL RESERVE, July 1, 1926 to date. Data compiled for students on principles of naval law and courts, ship administration, with questions and answers concerning Naval Reserve. Filed numerically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (266)

616. REPORT OF CHANGES, UNITED STATES NAVY, R.O.T.C., July 1, 1926 to date. List of changes in sailing dates: name of ship, original

sailing date, with new date, also changes in status of personnel, including name, rating, service number, branch of service of individual, date and place of enlistment, and changes made. Filed alphabetically. (Monthly, official) 9 x 12 folders, 1 ft., in drawer of metal filing case. N. room, 1st floor. (69)

617. SAFETY PRECAUTIONS, UNITED STATES NAVY REGULATIONS, July 1, 1926 to date. Mimeographed regulations on inspection, care, handling, and preparation of guns, ammunition, and explosives; also safety orders for vessels storing ammunition. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. N. room, 1st floor. (94)

618. LECTURES AND ADDRESSES, EXCERPTS FROM NEWSPAPERS, NAVAL ACTIVITY, July 1, 1926 to date. Notes and newspaper clippings on aircraft, airports, naval vessels, navy yards, naval procedure, naval science, tactics, and technique. Filed chronologically. (Daily, official.) 9 x 17 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (223)

619. LABORATORY AND NAVY YARD VISITS, July 1, 1926 to date. Record of laboratory work performed: name of student, number of exercises complete and incomplete, and attendance; also number of navy yard visits. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (454)

620. PRINCIPLES OF INTERNATIONAL LAW, July 1, 1926 to date. Notes and explanatory matter on international law: definition of doctrine of continuous voyage, means of determining belligerent nation, and advisability of seizing enemy property in neutral vessels. Filed numerically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (242)

621. MARKING AND GRADING, NAVAL R.O.T.C., Sept. 15, 1926 to date. Scholarship records: name of student, professor, subject of course, final marks, and class standing. Filed chronologically. (Daily, official.) 9 x 12 covers, 6 in., on wooden shelf. N. room, 1st floor. (144)

622. ABSENCE RECORD, NAVAL R.O.T.C., Sept. 15, 1926 to date. Account of student absences: name, scholastic rating of student, name of course, date, period, reason for absence, and whether duly excused or not. Filed chronologically. (Daily, official.) 9 x 12 covers, 6 in., on wooden shelf. N. room, 1st floor. (167)

623. RECAPITULATION SHEETS, NAVAL R.O.T.C., Sept. 15, 1926 to date. Copies of reports to Bureau of Navigation concerning ships, sailings, status changes, enlistment, honorable discharges, retirements, and desertions. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $14\frac{1}{2}$ bundles, 6 in., on wooden shelf and in closet. N. room, 1st floor. (178)

624. MISCELLANEOUS CORRESPONDENCE, Sept. 25, 1926 - June 30, 1931. Letters from the Bureau of Navigation and Bureau of Engineering concerning equipment loaned to R.O.T.C., methods of recruiting, and engineering

data. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. N. room, 1st floor. (61)

625. ENROLLMENT CARDS, Sept. 25, 1926 to date. Complete data on enrollees: name, age, college address of student, date of application, acceptance, medical examination, issuance of R.O.T.C. cards, name of interviewer, and section to which assigned. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of metal card cabinet. N. room, 1st floor. (64)

626. ROLL BOOK, UNITED STATES NAVY, R.O.T.C., Sept. 25, 1926 to date. Attendance register of students at classes; name of student, course, date, and time of class. Filed chronologically. (Daily, official.) 8½ x 14½vols. (3), 9 in., on wooden shelf. N. room, 1st floor. (71)

627. QUOTA, Sept. 29, 1926 to date. Yearly summary of students: number of enrollees, number of failures, number of graduates, number of failures through physical defects, and number of students attending summer cruises. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. N. room, 1st floor. (123)

628. THE ELEMENTS OF SEA POWER, Oct. 2, 1926 to date. Memoranda from Bureau of Navigation on statistics of comparative strength of United States, British, Japanese, and other navies; also estimate of United States Navy equipment. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (224)

629. FIRST NAVAL DISTRICT NEWS BULLETIN, Oct. 3, 1926 to date. Monthly bulletins on launchings of vessels, mostly concerning date of construction, and general mechanism; also instructions on gunnery. Filed chronologically. (Weekly, official.) 9 x 12 folders and 8½ x 11 bulletins, 1 ft. 1 in., in drawer of metal filing case and on wooden bulletin board. N. room, 1st floor. (157)

630. PERFORMANCE OF DUTY, Oct. 15, 1926 to date. Circular letters from Commandant, District headquarters, containing regulations for officers on duty, reports on fitness for service, physical descriptions, status of officers, and photographs. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. N. room, 1st floor. (122)

631. MISCELLANEOUS CORRESPONDENCE, NAVAL R.O.T.C., Oct. 15, 1926 to date. Circular letters mostly concerning physical qualifications for applicants, certification requirements for obtaining college credits, information on civilian military education fund award, and commissioning exercises. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. N. room, 1st floor. (112)

632. MATERIAL, CLOTHING AND UNIFORMS, Oct. 27, 1926 to date. Incoming correspondence concerning price, style, materials of uniforms, annual survey of uniforms purchased, insignia regulations, account of

stars and stripes on uniforms, and deposits for uniforms. Filed chronologically. (Bimonthly, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. N. room, 1st floor. (119)

633. INCOMING INVOICES, Dec. 20, 1926 to date. Invoice, expenditure, requisition number, name of addressor and addressee, type, quantity, description, unit price, total cost of article, and account to which charged. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. N. room, 1st floor. (158)

634. UNITED STATES FLEET SCOUTING FORCE, PROSPECTIVE MOVEMENTS, Jan. 1, 1927 to date. Bulletins from Chief of Naval Operations on location and activities of Atlantic Squadron: name of ship, date of sailing, port of entry, and clearance. Filed chronologically. (Daily, official.) 8 x 10½ sheets, 4 in., on wooden bulletin board. N. room, 1st floor. (182)

635. CORRESPONDENCE, May 23, 1927 to date. Letters concerning laboratory, and navy yard visits by officers and students: date of visit, names of departments visited, name of officer in charge, number of students on tour, summary of officer's conversation, and resumé of trip. Filed chronologically. (Biweekly, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. N. room, 1st floor. (457)

636. STANDARD GOVERNMENT FORM OF BID, June 11, 1927 to date. Form 30, bids for supplies: requisition number, name of purchasing unit, contract number, number, quantity, unit price and total cost of article, date of bid, and schedule number. Filed chronologically. (Daily, official.) 8½ x 14½ envelopes, ½ in., in drawer of metal filing case. N. room, 1st floor. (189)

637. DECK LOG BOOK, July 1, 1927 to date. Log of summer cruise ship: name, identification number of ship, date of sailing, destination, name of commanding officer, number aboard, weather conditions, daily drill records, and remarks. Filed chronologically. (Daily, in summer; rarely, in winter, official.) 10 x 13 vols. (9), 9 in., on open wooden shelf. N. room, 1st floor. (456)

638. SUMMER CRUISE NOTES, July 5, 1927 to date. Correspondence and memoranda on instructions from officers in command of summer cruise ships, concerning destination, duration of trip, names, total number of students, daily routine, schedule of activities, and notes on equipment, clothing, quarters, and mess. Filed alphabetically. (Weekly, in summer, official.) 8½ x 11 covers, 9 in., on open wooden shelf. Dirty. N. room, 1st floor. (116)

639. CREW MUSTER ROLL, July 5, 1927 to date. Navy Form 5, instructions concerning muster roll, name of ship or station submitting roll, dates of entries, and certificate of approval; Navy Form 5a, quarterly report of men assigned to ships, name, service number, branch of service, rating of enlisted man, date of enlistment, name of ship, sailing date, and certificate of approval. Filed according to the United States Navy

Filing Manual. (Occasionally, official.) $9\frac{1}{2}$ x 14 folders, 2 ft. 11 in., in drawer of metal filing case. N. room, 1st floor. (57)

640. CRUISE INSTRUCTIONS, July 9, 1927 to date. Correspondence on summer cruise procedure, schedule of tour, manner of organization, arrangement, formation of squads, routing of navigation watches; also data on inspections of quarters, lectures, and drills. Filed alphabetically. (Daily, in summer, official.) $8\frac{1}{2}$ x 11 covers, 7 in., on open wooden shelf. Dirty, torn, N. room, 1st floor. (121)

641. NAVAL ARCHITECTURE OF WARSHIPS, July 15, 1927 to date. Correspondence from Bureau of Navigation, and naval stations, on design, construction of vessels, buoyancy, stability, propulsion, steering, weight, strength, nomenclature, hull systems, and preservation. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (380)

642. SECTION WATCH LISTS, June 19, 1927 to date. List of men on watch during summer cruises; also key to watch list: name of navigator, assistant navigator, quartermaster, helmsman, lee helmsman, lookout, signalman, boatswain's mate. Filed alphabetically. (Daily, in summer, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. N. room, 1st floor. (118)

643. UNIFORM REGULATIONS, Sept. 15, 1927 to date. Instructions in regard to naval uniforms: insignia, devices allowed, care of uniforms, changes in uniform regulations, changes in uniform equipment at promotion. Filed chronologically. (Weekly, official.) 6 x 10 vols., 7 in., on 2 open wooden shelves. N. room, 1st floor. (222)

644. FRESHMAN INFORMATION, Sept. 19, 1927 to date. Annual reports on data for freshmen: character and physical requirements for enrollment, number of students accepted, date of acceptance, and qualifications; also survey of courses, laboratory study, lectures, drills, and cruises. Filed chronologically. (Monthly, official.) 8 x 13 folders, 8 in., in drawer of metal filing case. N. room, 1st floor. (151)

645. CORRESPONDENCE, BOSTON NAVY YARD, Sept. 24, 1927 to date. Mimeographed orders, regulations, from Boston Navy Yard Engineering Division; notes on Marine Barracks, South Boston Drydock, and Production Division; also correspondence with Supply Department mostly concerning storage of equipment. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (330)

646. ANNUAL REPORT, DATA, June 30, 1928 to date. Form 153, requisition for supplies: serial number, type, size, quantity, price of article, date of requisition, and signature of officer in charge. Letters, memoranda, requisitions, used in compiling annual report, containing inventory of equipment, census of personnel, account of lost or damaged equipment, comments on status of unit, memoranda on general reminders, and books lost and purchases. Filed alphabetically. (Monthly, official.) 9 x 12 folders, $7\frac{1}{2}$ in., in drawer of metal filing case. N. room, 1st floor. (183)

647. INCOMING LETTERS RELATIVE TO NAVAL R.O.T.C. CRUISES, July 18, 1928 to date. Summary of correspondence concerning date of sailing, date of return, itinerary of summer cruises, name of correspondent,, date received, file number, and subject of letter. Filed chronologically. (Daily, official.) 8½ x14 covers, 1 ft. 6 in., on open wooden shelf. N. room, 1st floor. (51)

648. CHANGES IN UNIFORM REGULATIONS, Nov. 15, 1928 to date. Mimeographed instructions from Navy Department regarding inspections of clothing and bedding, and regulations concerning rain clothing, working clothes, bandsmen and submarine workers uniforms, and devices worn by aviators and divers. Filed chronologically. (Daily, official.) 6 x 9 covers, 7 in., on open wooden shelf. N. room, 1st floor. (181)

649. NAVAL RESERVE FORCE, CORRESPONDENCE, Dec. 28, 1928 to date. Circular letters from Bureau of Navigation concerning selection, training of aviation cadets, travel orders to cadets, issuance of small arms, ammunition to officers, discrepancies in ordnance reports; also flight syllabus to aviators. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (114)

650. INCOMING CORRESPONDENCE, AVIATION, Apr. 20, 1929 to date. Letters from Bureau of Aeronautics and Bureau of Navigation on naval aviation operations, mostly instructions to students, regulations, and acknowledgements of requisitions for aviation equipment. Filed chronologically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. N. room, 1st floor. (333)

651. UNIFORMS AND UNIFORM EQUIPMENT, May 10, 1929 to date. Correspondence on requisitions, shipments, inventories of uniforms, letter price lists, catalogues from uniform manufacturers, and letters from tailors and cleansers. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in 2 drawers of metal filing case. N. room, 1st floor. (374)

652. TRAINING DUTY CRUISES, June 19, 1929 to date. Regulations, training orders for students on summer cruises; also cruise records: date of sailing, destination, number of students on board, instructions given, conduct, health of students, complaints, and remarks by commanding officer. Filed chronologically. (Daily, in summer; rarely, in winter, official.) 9 x 12 folders, 1 ft. 4 in., in 2 drawers of metal filing case. N. room, 1st floor. (329)

653. NAVAL TRAINING CERTIFICATE RECORD, June 25, 1929 to date. Record of honorable mention certificates issued to members of senior divisions: name of member, term of instruction completed, college to which attached, date of issuance of certificate, and signature of approval. Filed alphabetically. (Occasionally, official.) 8 x 10½ folders, 10 in., in drawer of metal filing case. N. room, 1st floor. (59)

654. NAVY STATEMENTS, July 9, 1929 to date. Reports from Naval Intelligence Office on strength of United States Navy: number of cruisers, battleships, aircraft carriers built, amount of appropriations for ship

construction; also cost and description of vessels built in last sixteen years. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room 1st floor. (331)

655. SEMIANNUAL REPORTS, Aug. 12, 1929 to date. Recapitulation of expenditures of articles by enlisted personnel: type, quantitiy, condition of article used, and inventory of equipment on hand; also miscellaneous bills. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. N. room, 1st floor. (239)

656. MISCELLANEOUS CIRCULAR LETTERS, Sept. 5, 1929 to date. Mimeographed communications regarding examinations of line officers seeking promotions, fitness of officers, authority for officers to visit Canada or Mexico when on leave, and discharges for undesirability or inaptitude. Filed alphabetically. (Daily, in summer, official.) $8\frac{1}{2}$ x 11 covers, 6 in., on open wooden shelf. N. room, 1st floor. (115)

657. CHIEF RADIOMAN, INSTRUCTIONS, Nov. 15, 1929 to date. Instructions for chief radiomen on general electrical knowledge, wire calculations signal codes; also instructions to prospective chief petty officers. Filed chronologically. (Daily, official.) 6 x 9 record book, 4 in., on open wooden shelf. N. room, 1st floor. (218)

658. NAVY DEPARTMENT OTHER THAN TRAINING DIVISION, Mar. 13, 1930 to date. Correspondence and instructions from Bureau of Naval Operations and Bureau of Ordnance; suggestions for professional examinations; also manual of engineering instructions. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (478)

659. UNITED STATES NAVAL SHIPS AND STATIONS, May 9, 1930 to date. Correspondence from Bureau of Navigation, and Commandants of naval ships and stations concerning ships, stations, equipment, requisitions, and shipments of supplies. Filed chronologically. (Weekly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (370)

660. STOCK RECORD, May 15, 1930 to date. Forms S. and A. 305, perpetual inventory of stock on hand: requisition number, quantity, description, price of article, date received, date issued, and voucher number. Filed chronologically. (Daily, official.) 9 x 14 covers, 4 in., in drawer of metal filing case. N. room, 1st floor. (375)

661. AVIATION CORRESPONDENCE, OUTGOING, May 16, 1930 to date. Letters from professor of Naval Science and Tactics concerning aviation activities, mostly requests for letters, aeroplanes, equipment, aircraft maneuver rules, and aviation training. Filed chronologically. (Weekly, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. N. room, 1st floor. (458)

662. SUBSCRIPTIONS TO NAVY PERIODICALS, July 15, 1930 to date. Form 105, data on subscriptions: requisition number, title, quantity, price of

periodical, and date of order; also correspondence concerning orders and supplies. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. N. room, 1st floor. (159)

663. CUSTODY REPORT, EQUIPAGE, Aug. 15, 1930 to date. Survey of equipment received: stock number, description, unit price of article, date, place received, card number, and signature of department head. Filed chronologically. (Daily, official.) 5½ x 9 covers, 10 in., in drawer of metal filing case. N. room, 1st floor. (373)

664. DEPARTMENT LETTERS, Sept. 25, 1930 to date. Copies of instructions to students on awards of certificates and commissions; also orders chiefly concerning physical examinations, inspections, and dress parades. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. N. room, 1st floor. (68)

665. DRILLS - GUNS, RIFLES, BOATS - NAVAL R.O.T.C., Dec. 8, 1930 to date. Memoranda on drill schedules: name, group number of students, place, type of drill, name of officer in charge, and drill requirements. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (107)

666. REQUISITIONS, Mar. 24, 1931 - July 23, 1932. Shore requisitions: name, number of supply department addressed; requisition, contract, appropriation and voucher number, quantity, unit price, description, catalogue number of item, and division chief's signature. Filed chronologically. (Rarely, official.) 9 x 11 folders, 3 in., in drawer of metal filing case. N. room, 1st floor. (368)

667. FILE COPIES OF MIMEOGRAPH WORK, Sept. 14, 1931 to date. Memoranda mostly concerning leadership, navy regulations, seamanship, assignments, strategy, tactics, tradition, etiquette, and courses in ordnance training. Filed chronologically. (Daily, official.) 8½ x 11 envelopes, 2 ft. 2 in., in drawer of metal filing case. N. room, 1st floor. (219)

668. INSTRUCTIONS TO OFFICERS, Sept. 31, 1931 to date. Correspondence and memoranda to officers on methods of instructions in seamanship, navigation, gunnery, engineering, laboratory work, and first aid. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (185)

669. PUBLICITY, Nov. 15, 1931 to date. Correspondence to Bureau of Navigation and letters from newspapers concerning newspaper and magazine articles publicizing First Naval District. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 3½ in., in drawer of metal filing case. N. room, 1st floor. (125)

670. CIRCULAR LETTERS, MEMORANDA, NAVAL R.O.T.C., Mar. 1, 1932 to date. Communications from district headquarters concerning changes in the rules and procedure; also corrections of errors in instruction and notifications of personnel changes. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in metal filing case. N. room, 1st floor. (160)

671. AVIATION, Apr. 4, 1932 to date. Flights made by navy pilots: name, licence number of pilot, name of airport of departure, date, destination of flight, time of departure, type of airplane, number of passengers, quantity of mail aboard, instructions to pilot; complete weather report, signature of inspector of engines and equipment, conditions of flight, and pilot's remarks. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in 2 drawers of metal filing case. N. room, 1st floor. (455)

672. NAVAL R.O.T.C. CRUISE INFORMATION, Apr. 28, 1932 to date. Correspondence and memoranda, on summer cruises: name, size, weight, capacity, tonnage; type of cruise, date of sailing, destination, kind of training, number of lectures given, equipment and uniforms required, and date of return. Filed chronologically. (Monthly, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. N. room, 1st floor. (99)

673. CORRESPONDENCE ROUTING SLIP, Sept. 25, 1932 to date. Routing slips for incoming correspondence: name of unit, name and title of addressee, date received, and file number. Filed chronologically. (Frequently, official.) 4 x 10 covers, 9 in., in drawer of metal filing case. N. room, 1st floor. (55)

674. MIMEOGRAPHED CIRCULARS, Sept. 25, 1932 to date. Regulations and instructions concerning agency activities, mental, and physical requirements for admission of candidates to United States Naval Academy, and number of candidates named each year. Filed chronologically. (Daily, official, students..) 8 x 10½ folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (376)

675. MISCELLANEOUS CORRESPONDENCE, Sept. 25, 1932 to date. Correspondence on agency activities: awards of certificates and commissions to students, account of accepted applications for enrollment in basic and advanced courses, survey of courses, and lectures. Filed alphabetically. (Daily, official.) 8 x 14 covers, 3 in., on open wooden shelf. N. room, 1st floor. (76)

676. REPORT OF CHANGES, Sept. 25, 1932 to date. Navy Form S-B, monthly survey of changes in status or place of duty: name of man promoted, demoted, transferred, deserted, deceased; date and place of enlistment, and service number. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. N. room, 1st floor. (369)

677. NAVAL SCIENCE, REVIEW QUESTIONS, Sept. 25, 1932 to date. Sample review questions in courses in gunnery, seamanship, ordnance, navigation, strategy, tactics; also instructions and information from Navy Department concerning examinations. Filed chronologically. (Daily, official.) 9 x 11 loose-leaf books, 10 in., in wooden shelf. N. room, 1st floor. (53)

678. ADMINISTRATION, NAVAL LAW, Oct. 4, 1932 to date. Memoranda on

activities of Judge Advocate General, and fact finding agencies; notes on administration of justice by naval courts and boards. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. N. room, 1st floor. (225)

679. OPERATIONS OF AIRCRAFT, NAVAL AIR POLICY, Dec. 1, 1932 to date. Mimeographed letters, bulletins, on naval air policy, and operation of aircraft. Filed chronologically. (Daily, official, students.) 9 x 12 folders, 3 in., in drawer of metal filing case. N. room, 1st floor. (155)

680. PHYSICAL EXAMINATIONS AND INOCULATIONS, Aug. 7, 1933 to date. Correspondence concerning physical requirements for enrollment, physical examinations for training and summer cruises, inoculations against contagious diseases, and orders for examination of graduates before receiving commissions. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. N. room, 1st floor. (371)

681. MAGNETIC COMPASS, NAVAL R.O.T.C., Sept. 15, 1933 to date. Mimeographed instructions on use of magnetic compass, including theory, questions, and answers on compassing. Filed chronologically. (Daily, official.) 8 x 13 sheets, 1 st., on wooden shelf. N. room, 1st floor. (135)

682. OFFICERS' INSTRUCTIONS, Mar. 12, 1934 to date. Bulletins of instructions, notifications of transfers or deaths, from Bureau of Navigation to officers: name, rank, date, subject of order, and next port of duty, if transferred. Filed chronologically. (Daily, official.) 9 x 12 loose sheets, 2½ in., on wooden bulletin board. N. room, 1st floor. (175)

683. NAVAL CODES AND SIGNALS, Aug. 10, 1934 to date. Confidential code letters from Washington headquarters concerning subsistence, transportation, pay, and allowances; also orders and notes on codes and signals. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (372)

684. SEAMANSHIP ASSIGNMENTS, Sept. 20, 1934 to date. Circular letters of instruction in lifeboat and warship construction, damage control, information on seamanship, discipline, naval etiquette, uniforms, and characteristics of naval vessels. Filed chronologically. (Daily, official, students.) 8 x 10½ folders, 4 in., in drawer of metal filing case. N. room, 1st floor. (220)

685. NAVAL SCIENCE ASSIGNMENTS, Sept. 20, 1934 to date. Mimeographed memoranda mostly pertaining to infantry instructions, engineering problems, navigation lectures, gunnery instruction, laboratory work, and international law. Filed chronologically. (Daily, official.) 8 x 10½ folders, 1 ft., in drawer of metal filing case. N. room, 1st floor. (378)

686. NAVAL R.O.T.C. CRUISE BOOK, July 5, 1935 to date. Summary of cruises by students: name of ship, date of sailing, return, name, status of student, number of lessons to students aboard, name of captain, and

assistants, Filed chronologically. (Frequently, official.) $8\frac{1}{2}$ x 14 vol., $1\frac{1}{2}$ in., on open wooden shelf. N. room, 1st floor. (74)

687. NAVAL RESERVE SUBSISTENCE, Sept. 1, 1935 to date. Memoranda from Navy Disbursing Division mostly concerning subsistence allowance for aviation cadets, daily allotment while travelling, subsistence allowance for training period, and extra pay for flying risk. Filed chronologically. (Weekly, official.) $6\frac{1}{2}$ x 9 covers, 2 in., on open wooden shelf. N. room, 1st floor. (106)

688. BUREAU OF SUPPLIES AND ACCOUNTS MEMORANDA, Sept. 1, 1935 to date. Instructions on project orders, requisitions, purchasing system, contracts; data on subsistence of prisoners, diving unit temporary assignments, losses of pay, administration of federal relief appropriations, and decisions on retirement pay allotments. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., on open wooden shelf. N. room, 1st floor. (113)

689. NAVY PURCHASING SYSTEM, Sept. 2, 1935 to date. Memoranda on items which may be purchased from federal prison industries: bags, baskets, brooms, mats, canvas shoes, tents, bedding, wearing apparel, and other articles. Filed alphabetically. (Daily, official.) 6 x 9 covers, 2 in., on open wooden shelf. N. room, 1st floor. (156)

690. ROLL BOOK, Sept. 25, 1935 to date. Attendance register of students at classes or drills: name, age, status of student, name of course, date of meeting, number of meetings missed, and time made up. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 14 vols. (2), 2 in., on open wooden shelf. N. room, 1st floor. (52)

691. ENGINEERING LECTURES, Sept. 25, 1935 to date. Mimeographed engineering lectures on boilers, electrical installations on battleships, and cruisers, type, description of Diesel engines, care and preservation of machinery. Filed numerically. (Weekly, official.) 8 x 13 covers, 1 in., in drawer of metal filing case. N. room, 1st floor. (479)

692. NAVY BOOKS, Sept. 26, 1935 to date. Account of books loaned to students: name of borrower, title, author of book, date loaned, returned, amount of fines, if any; also number of books received each month by chief storekeeper, and survey of lost, damaged or destroyed books. Filed alphabetically. (Weekly, official.) 9 x 11 covers, 2 in., in drawer of metal filing case. N. room, 1st floor. (78)

693. CURRENT UNFINISHED BUSINESS, Jan. 28, 1936 to date. Office memoranda on employment schedules for officers, requirements for entrance examinations, date of inoculations against typhoid, cruise information, navy regulations, physical examinations of graduates before receiving commissions, dates of lectures, and ground training. Filed alphabetically. (Daily, official.) 8 x 14 covers, 5 in., in drawer of metal filing case. N. room, 1st floor. (79)

694. SLIDE AND MOTION PICTURE FILMS. See addenda for list of titles

and number of reels of film Motion picture film, nitrate projection positive, 35mm (5600), slide films, positive rolls (43), in jackets and in metal containers. Loose-leaf book index. SE. corner, 1st floor. (P-548)

M.I.T.
NAVAL AIR STATION

(not surveyed)

CHELSEA

NAVAL HOSPITAL
Broadway

(A) Administration Bldg.
(B) Laboratory Bldg.
(C) Magazine Bldg.
(D) Bldg. N. 2

This United States Naval Hospital was established on its present site at Chelsea in 1835 under a board of Commissioners of Navy Hospitals, from whose supervision it passed into the jurisdiction of the newly created Bureau of Medicine and Surgery on August 31, 1842. In 1915 it moved into the present Administration and Laboratory buildings from its former quarters which then became the Nurses' Home, while the original granite hospital of 100 years ago now serves as a garage. In addition to these buildings, there are innumerable others spread about the seventy-five acres of hospital grounds, two of which, an abandoned powder magazine and a one-room brick structure known as Building Number Two, are used by the Hospital as storerooms for supplies and obsolete records. The Medical Officer-in-charge, is under the direct supervision of the Bureau of Medicine and Surgery in Washington, Frequent transfers of officers and men may account in some measure for the gaps noted in the hospital's records -30,000 patients' case histories, for instance, have been missing since 1932. The bomb-proof attic of the Magazine, where the oldest records were supposed to have been stored, contained nothing dated earlier than 1872. Most of the material reported upon at this agency was located in the Archives Department, formerly a little-used passageway connecting the Administration Building with a new wing. The latter material as well as the active records in the various offices, are well maintained in suitable equipment. It is supposed that records, prior to those found, were forwarded to the Bureau, or disposed of, in the past, in accordance with naval procedure.

Correspondence

695. GENERAL CORRESPONDENCE, Jan. 1, 1928 to date. Reports and correspondence concerning rules, regulations, transfer of men, etc. Included are records of promotions, demotions, courtmartial orders, Veterans' Bureau orders, station activities, etc. Filed chronologically. (Older records, occasionally; current records, daily, official.) 9 x 15 folders, 21 ft., in 15 drawers of metal filing cases. Rs. 12 and 120. (Bldg. A). (1, 5)

696. GENERAL ADMINISTRATIVE CORRESPONDENCE, July 1, 1935 to date. Correspondence, reports and tabulations concerning all organizational matters. Included are records of executive action, education, publicity, censorship, appropriations, allotments, and ceremonies. Filed chronologically. (Daily, official.) 9 x 15 folders, 4 ft., in 2 drawers of metal filing case. R. 108. (Bldg. A). (41)

697. OUTGOING DISPATCHES, Jan. 2, 1936 to date. Copies of dispatched messages and telegrams concerning all functional matters requiring urgent attention. Filed chronologically. (Daily, official.) 5 x 8 loose sheets, 1 in., on wooden filing board. R. 119 (Bldg. A). (28)

Finance and Accounts

698. CIVILIAN PAY ROLLS, June 1, 1913 - June 30, 1924. Lists showing names of men, type of work, length of service, rate of pay, date of discharge or transfer, etc. Filed chronologically. (Never.) 9 x 15 envelopes, 1 ft. 4 in., in drawer of metal filing case. R. 12 (Bldg.A). (32)

699. PAY ROLL CORRESPONDENCE, July 8, 1920 to date. Correspondence relating to routine activities of the pay office. Filed chronologically. (Daily, official.) 9 x 15 folders, 1 ft. 6 in., in drawer of metal filing case. R. 1 (Bdlg. A). (57)

700. TRANSPORTATION REQUESTS, Jan. 12, 1933 to date. Record of money grants to officers and enlisted men to defray traveling expense incurred through transfers to other stations. Filed alphabetically. (Weekly, official.) 9 x 15 folders, 2 ft., in drawer of metal filing case. R. 1 (Bldg. A). (36)

701. TRANSFER OF ACCOUNTS, Jan. 1, 1936 to date. Records of orders to the paymaster to transfer pay accounts of enlisted personnel transferred from this station. Filed chronologically. (Daily, official.) 9 x 10 loose sheets, 2 in., on wooden filing board. R. 117 (Bldg. A). (7)

702. PERSONNEL LEDGERS, Jan. 2, 1936 to date. Entries concerning enlisted men showing ratings, pay rates, length of service, etc. Filed chronologically. Indexed. (Daily, official.) 12 x 15 vol., 4 in., on wooden desk. R. 1 (Bldg. A). (50)

Hospitalization

703. REGISTER OF PATIENTS, Sept. 11, 1872 to date. Entries noting patients' names, case number, date of admittance, station from which transferred, service rating, nature of illness, and date of discharge. Filed numerically. (Older records, never; current records, daily, official.) 9 x 13 and 16 x 20 vols., 4 ft. 10 in., in metal locker and on wooden desk. Rs. 12 and 120. (Bldg. A). (3, 2)

704. REGISTER OF DEAD, Apr. 10, 1910 to date. Entries giving name of deceased, rank, date of birth and death, cause of death, place of burial, next of kin, etc. Entered numerically. (Frequently, official.) 10 x 12 vols., 3 in., in drawer of metal filing case. R. 120 (Bldg. A). (11)

705. MEDICAL JOURNALS, Mar. 9, 1911 - Jan. 1, 1913; June 30, 1915 - Sept. 23, 1933. Daily records of personnel, patients, buildings, grounds, stores, etc. as well as entries by officer of the day on routine activities. Filed chronologically. (Rarely, official.) 9 x 12 vols., 3 ft. 6 in., on top of metal filing cases. R. 12 (Bldg. A). (51)

706. GENERAL DATA ON NURSES, Jan. 1, 1917 - May 8, 1936. Reports concerning letters of appointments, length of service, rates of pay, leave grants, etc. Filed alphabetically. (Daily, official.) 9 x 15 folders, 7 ft., in 6 metal filing cases. R. 208 (Bldg. A). (16)

707. HEALTH RECORDS OF NURSES, Jan. 1, 1917 - May 11, 1936. Records of nurses giving names, ranks, case histories, general medical and dental data, etc. Filed alphabetically. (Weekly, official.) 5 x 9 envelopes, 3 ft., in 4 drawers of metal card cabinet. R. 208 (Bldg. A). (20)

708. CASE RECORDS, Oct. 27, 1919 - Apr. 27, 1936. Case histories, X-ray reports, laboratory findings, clinical and operation records, etc., for each patient, includes pertinent correspondence, name of doctor and nurses in attendance, times of treatment, etc. Filed numerically. Indexed. (Daily, official.) 9 x 15 folders, 706 ft. 5 in., in 367 drawers of metal filing cases. Rs. 12 and 120 (Bldg. A). (10, 27)

709. MUSTER CARDS, 1921 - 1936. Records giving enlisted men's names, last stations, date admitted to hospital, date discharged, etc. Filed alphabetically. (Daily, official.) 4 x 6 cards, 30 ft. 4 in., in 24 drawers of metal card cabinets. R. 120 (Bldg. A). (12)

710. MORTUARY RECORDS, Feb. 18, 1926 - Nov. 18, 1928. Morgue reports concerning the disposal of bodies; whether or not embalmed or clothed, name of undertaker, etc. Entered chronologically. (Occasionally, official.) 9 x 14 vol., 1 in., in wooden box. (Attic (Bldg. C). (40)

711. DOCTORS ORDERS, Nov. 16, 1932 - June 1, 1933. Entries concerning orders given for care of patients. Listed are name of patient,

ward, time of care, etc. Filed chronologically. (Never.) 5 x 8 vol., 3/4 in., in wooden box. Dirty. Attic. (Bldg. C). (47)

712. NURSES REPORTS, Mar. 2, 1933 - July 5, 1934. Periodic entries concerning patient's condition during hospitalization. Entered chronologically. (Never.) 8½ x 14 vols. (2), 2 in., in wooden box. Attic (Bldg. C). (56)

713. NARCOTIC PRESCRIPTION RECORD, Apr. 1, 1935 - Apr. 24, 1936. Showing narcotics used, and number of prescriptions compounded each day. Entered alphabetically. (Daily, official.) 9 x 14 vol., ½ in., on wooden desk. R. 19 (Bldg. A). (8)

714. DENTAL APPOINTMENT BOOK, Jan. 2, 1936 to date. Journal entries indicating appointment times, type of dentistry, and name of patient. Entered chronologically. (Daily, official.) 6 x 10 vols. (2), 4 in., on wooden desk. R. 71 (Bldg. A). (33)

715. REPORTS ON ALCOHOL, WHISKEY AND NARCOTICS, Feb. 1, 1936 to date. Records showing types, quantity, costs, etc., of narcotics and alcoholics used, and reasons for purchases. Filed chronologically. (Daily, official.) 8 x 13 loose papers, ½ in., on wooden desk. R. 19 (Bldg. A). (9)

Laboratory

716. NAGOUCHI TEST, REPORTS, Jan. 1, 1924 - Feb. 23, 1936. Entries concerning blood tests to determine the presence of syphillis. Entered chronologically. (Occasionally, official.) 9 x 14 vol., 1 in., in wooden box. Attic (Bldg. C). (131)

717. RADIOGRAPHIC EXAMINATION AND THERAPY, May 6, 1924 to date. Records of number of therapeutic exposures received by patients, including names, type of treatment, diagnosis, and number of films, if any. Filed chronologically. (Frequently, official.) 9 x 14 vols. 1 ft. 4 in., on top of metal filing case. R. 64 (Bldg. A). (30)

718. MISCELLANEOUS LABORATORY WORK, Jan. 1, 1925 - May 14, 1926. Entries concerning laboratory work on gastric analyses, smears, cultures, etc. Entered chronologically. (Occasionally, official.) 9 x 14 vol., 2 in., in wooden box. Attic (Bldg. C). (53)

719. REPORTS ON X-RAY FILMS, Jan. 1, 1925 to date. X-ray reports on all patients examined, including diagnoses of each case. Filed alphabetically. (Older records, occasionally; current records, daily; official.) 5 x 8 and 3 x 5 cards, 21 ft. 2 in., in 11 drawers of metal card cabinet. Rs. 64 and 85 (Bldg. A). (18, 29)

720. URINALYSIS, Jan. 1, 1925 to date. Entries listing the sugar, salts, albumen, and hydrogen-ion content of urine. Entered chronologically. (Older records, never; current records, daily; official.) 9 x 14 vols., 2 ft., in wooden box and on desk. Attic and Laboratory (Bldg. C and B). (52, 38)

721. PATHOLOGY RECORDS, Aug. 25, 1925 - Apr. 4, 1931. Entries concerning laboratory findings in tests performed on diseased tissues and organs obtained by excision or autopsy. Arranged chronologically. (Occasionally, official.) 9 x 14 vols., 2 in., in wooden box. Attic (Bldg. C). (62)

722. HAEMATOLOGY REPORTS, May 2, 1926 - May 11, 1936. Reports on microscopic examinations of blood giving the reaction of the blood to various stains and the white corpuscle count. Filed chronologically. (Older records, occasionally; current records, daily; official.) 9 x 14 vols., 1 ft. 8 in., in wooden box and on desk. Attic Laboratory (Bldg. C and B). (38, 26)

723. ORIGINAL AUTOPSY REPORTS, Jan. 1, 1928 - Dec. 31, 1930. Reports of autopsies, giving post mortem findings. Filed chronologically. (Never.) 8 x 10 envelopes, 1½ in., in wooden box. Attic (Bldg. C). (49)

724. MORGUE REPORT, Mar. 18, 1928 - Jan. 19, 1933. List of autopsies giving post mortem findings. Entered chronologically. (Daily, official.) 9 x 14 vols., 2½ in., on desk. Laboratory (Bldg. B). (34)

725. GUINEA PIG RECORD, Dec. 31, 1928 to date. Reports of experiments, showing the reactions of guinea pigs to various inoculations. Filed chronologically. (Daily, official.) 9 x 14 vol., ½ in., on desk. Laboratory (Bldg. B). (65)

726. ELECTROCARDIOGRAPH PRINTS, Jan. 20 - Dec. 31, 1929. X-ray prints of patients heart condition. (Never.) 10 x 15 envelopes, 9 ft. 4 in., in 4 wooden boxes. SW. corner, 1st floor (Bldg. A). (84)

727. TYPHOID AND COWPOX BOOK, Mar. 11, 1929 - Dec. 10, 1931; Sept. 15, 1932 - May 12, 1936. Entries, concerning inoculations of vaccines and anti-toxins, giving name of patient, date of treatment, reaction and results obtained. Entered chronologically. (Older records, occasionally; current records, frequently; official.) 9 x 14 vols., 1½ in., in wooden box and on desk. Attic and Laboratory (Bldg. C and B). (54, 22)

728. EXAMINATION OF SPUTUM AND FECES, Oct. 24, 1930 - Nov. 3, 1932. Entries showing bacteriological findings in specimens of sputum and feces. Tests designed for detection of tuberculosis and "occult blood". Entered chronologically. (Occasionally, official.) 9 x 14 vols., 3 in., in wooden box. Attic (Bldg. C). (136)

729. SPECIAL TESTS RECORDS, Feb. 20, 1933 - May 8, 1935. Entries showing results obtained in laboratory tests performed especially for determining the etiology of liver disfunctions. (Daily, official.) 9 x 14 vol., ½ in., on desk. Laboratory (Bldg. B). (59)

730. TEMPERATURE READINGS, Mar. 5, - June 23, 1933. Nurses reports of patients' temperatures. Entered chronologically. (Never.) 5 x 8 vol., 1½ in., in wooden box. Dirty. Attic (Bldg. C). (58)

731. ELECTROCARDIOGRAPH PRINTS, May 7, 1933 - June 18, 1934. X-ray prints of patient's heart condition. Filed chronolgically. 3x 5 card index 2 ft. 3 in. (Occasionally, official.) 10 x 15 envelopes, 5 ft. 4 in., in wooden box. Dirty. Attic (Bldg. C). (78)

732. GENERAL BACTERIOLOGY REPORTS, Nov. 3, 1933 to date. Reports of tests made to determine tuberculosis, "occult blood", presence of bile, etc. Arranged chronologically. (Daily, official.) 9 x 12 vol., 1 in., on desk. Laboratory (Bldg. B). (21)

733. RECORD OF ASCHHEIM-ZONDEK TESTS, Nov. 3, 1934 to date. Reports of tests made to determine pregnancy. Filed chronologically. (Occasionally, official.) 9 x 14 vol., 1 in., on desk. Laboratory (Bldg. B). (24)

734. KAHN TEST REPORTS, Mar. 3, 1936 to date. Entries concerning tests of blood and spinal fluid to determine the presence of syphillis. Filed chronologically. (Older records, never; current records, daily; official.) 9 x 14 vols., 1 ft. 4 in., in wooden box and on desk. Attic and Laboratory (Bldg. C and B). (33, 15)

Personnel

735. CIVILIAN EMPLOYEES' REPORTS, Apr. 3, 1919 to date. Reports concerning nature of work, rate of pay, length of service, promotions, leaves, discharges, etc. Filed alphabetically. (Daily, official.) 9 x 15 folders, 11 ft. 8 in., in drawer of metal filing case. Rs. 108 and 12 (Bldg. A). (46, 14)

736. RECORD OF PUNISHMENT, Jan. 12, 1923 to date. Showing enlisted men's names, ranks, nature of offenses, punishment received, etc. Filed chronologically. (Weekly, official.) 9 x 14 vols. (2), 2 in., in drawer of metal filing case. R. 120 (Bldg. A). (6)

737. GENERAL DATA ON OFFICERS, June 3, 1933 to date. Complete reports on commissioned personnel including service records, assignments, requests for quarters, leaves, etc., and pertinent correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 108 (Bldg. A). (64)

738. TRANSFER OF MEN, Jan. 5, 1936 to date. Form 3, notices from commanding officer ordering transfer of men from hospital to sea duty, showing names, ratings, service numbers, health records, pay roll status, etc. Filed chronologically. (Daily, official.) 9 x 10 loose sheets, 4 in., on wooden filing board. R. 117 (Bldg. A). (31)

739. REPORTS OF HOSPITAL CORPS, Jan. 6, 1936 to date. Form 4, reports showing complement on duty at hospital, new members received, men transferred to duty elsewhere; including data on changes in ratings, extension of enlistments, discharges, with weekly and monthly recapitulations. Filed chronologically. (Daily, official.) 9 x 10 loose sheets, 2 in., on filing board. R. 117 (Bldg. A). (23)

Property

740. ANNUAL SANITARY REPORTS, Jan. 2, 1891 - Dec. 31, 1898; Jan. 1, 1910 - Dec. 31, 1923. Reports on insanitary conditions throughout the hospital and grounds, showing date remedied, expense incurred, etc. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 7 in., in drawer of metal filing case. R. 12 (Bldg. A). (25)

741. RECORD OF VOUCHERS, July 1, 1923 to date. Vouchers and tabulations concerning supplies giving dates, vendor's name, description of purchases, quantity, unit and total cost. Filed chronologically. (Older records, never; current records, daily; official.) 10 x 15 folders, 28 ft. 10 in., in pasteboard box and in 1 drawers of metal filing cases. Rs. 12 and 47 (Bldg. A). (17, 13)

742. MASTER CARDS, Jan. 1924 - Dec. 1927. Records of purchases of hospital furniture and office equipment showing name of vendor, price paid, date received, etc. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 3 ft. 10 in., in drawer of metal filing case. R. 12 (Bldg. A). (19)

743. REQUESTS FOR FLAGS, Aug. 14, 1927 - Oct. 25, 1933. Requests for flags to drape caskets of deceased enlisted men, giving name of deceased, rating, date of death, etc. Included is a permanent inventory. Filed chronologically. (Occasionally, official.) 7 x 8½ paper package, 1½ in., in wooden box. Attic (Bldg. C). (66)

744. STOCK AND EQUIPMENT LEDGERS, Jan. 1, 1928 to date. Records of types and quantities of equipment and stores on hand. Filed chronologically. Index. (Daily, official.) 9 x 13 folders, 4 ft., in 2 drawers of metal filing case. R. 13 (Bldg. A). (4)

745. MISCELLANEOUS RECORDS, Jan. 2, 1929 - Dec. 31, 1933. Stock ledgers, vouchers, account books, ship's stores records, etc. (Never.) 9 x 12 folders and 12 x 15 envelopes, 10 ft., in wooden cabinet. R. 2 (Bldg. D). (310)

746. INSPECTOR'S REPORTS, Oct. 12, 1931 to date. Entries indicating dates and locations of damages, repairs requested, dates of completion, etc. Filed chronologically. (Daily, official.) 9 x 14 vols. (2), 2 in., on desk. R. 6 (Bldg. A). (43)

747. PUBLIC VOUCHERS, Jan. 1, 1933 - May 18, 1936. Vouchers and tabulations concerning general supplies and materials, showing quantity, price, delivery date, etc. Filed chronologically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of metal filing case. R. 1 (Bldg. A). (37)

748. STOREROOM REQUISITIONS, Jan. 15, 1934 - Dec. 31, 1935. Records of supplies sent to hospital from storeroom upon requisitions. Filed chronologically. (Rarely, official.) 8½ x 11½ envelopes, 2 ft. 3 in., in wooden box. Attic (Bldg. C). (60)

749. COMPLETED ORDERS, June 1, 1934 - Dec. 31, 1935. Order sheets for materials and work, indicating place where work is to be done. Filed chronologically. (Never.) 8 x 12 paper packages, 6 in., in wooden box. Dirty. Attic (Bldg. C). (48)

750. DAILY RECEIPTS, July 1, 1934 - May 31, 1935. Storehouse receipts for purchases showing name of vendor, type of goods, quantity, and date received. Filed chronologically. (Rarely, official.) 8 x 12 paper package, 1 in., in wooden box. Dirty. Attic (Bldg. C). (45)

751. CONTRACTORS' BILLS, July 1, 1934 - June 30, 1935. Records of paid bills, rendered by contractors for food supplies. Included are delivery receipts. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in wooden box. R. 47 (Bldg. A). (137)

752. DAILY RATIONS MEMORANDA, July 1, 1934 to date. Tabulations showing total number of persons fed daily and number of officials and employees who eat outside of the hospital, including a quarterly recapitulation. Filed chronologically. (Older records, never; current records, daily; official.) 8 x 10 bundles and 8 x 10 loose papers, 1 ft. 5 in., in pasteboard box and in drawer of metal filing case. R. 52 and 47 (Bldg. A). (61, 44)

753. GENERAL COMMISSARY DATA, July 1, 1934 to date. Reports, orders and requisitions for food issued by the commissary. Included are general bulletins, descriptions of purchases, etc. Filed chronologically. (Older records, never; current records, daily; official.) 9 x 15 folders, 2 ft. 6 in., in pasteboard box and in drawer of metal filing case. Rs. 52 and 47 (Bldg. A). (42, 55)

754. X-RAY FILMS, Prints made of patients at the hospital, from 1930 to 1936. See addenda for yearly aggregates. X-ray negatives (45, 423), in jackets in metal cabinet. Card index. X-ray Department (Bldg. A). (P-400)

DEER ISLAND

RADIO DIRECTION FINDER STATION
Boston Harbor

This Naval Radio Direction Finder Station was established on the War Department's half of Deer Island (Boston Harbor) about 1918. Valuable papers, including confidential records of radio experiments which are being carried on, are periodically sent to headquarters. Most of the records, however, are comparatively unimportant and are disposed of at two to five year intervals in accordance with procedure. Current material, retained in the files at the station, is in excellent condition.

755. MISCELLANEOUS CORRESPONDENCE, June 21, 1924 to date. Concerning all station routine, inspections, personnel, operations, and material. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Office. (4263)

756. GENERAL LETTERS, Jan.1, 1934 to date. Mostly circular letters from the Navy Department concerning personnel, promotions, leaves of absence, general orders, and other matters of interest to this station. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 4 ft. 8 in., in flat binder. Office. (4309)

757. TRAFFIC RECORDS, Aug. 1, 1934 to date. Copies of weather messages, inspectors' reports, letters, etc., concerning this station. Much of the material is transcribed into the typed radio logs. Filed chronologically. (Daily, official.) 8 x 12 loose sheets, 3 ft. 4 in., in flat binders. Office. (4308)

758. DAILY LOGS, Aug. 9, 1934 to date. Records of bearings furnished by this station, and notes of operators on watch of all routine traffic intercepted, especially that concerning vessels in distress. Filed chronologically. (Daily, official.) 8 x 13 loose sheets, 4 ft. 2 in., on desk. Office (5927)

759. BATTERY LOG, July 8, 1936 to date. Periodic inspection records of storage batteries. Filed chronologically. (Daily, official.) 8 x 12 sheets, 3 in., in flat binder. Office. (4307)

760. TRACKING DATA, Aug. 1, 1936 to date. Confidential records. Filed chronologically. (Daily, official.) 8½ x 10 sheets, 1 in., in flat binder. Office. (4262)

FALL RIVER

FLEET NAVAL RESERVE
Jennings Bldg.

A Naval Reserve organization was established at Fall River in 1918; it now comprises the 10th Divisiton. Prior to that date it was known at the National Naval Volunteers. Until 1922 this agency occupied an office in the Massasoit Pocasset Bldg. From there it moved to the State Armory where it remained until 1924, when the present office was opened in room 1 of the Jennings Building. The records of this agency are carefully preserved in the files, with the exception of those prior to 1928, on which no definite information is available.

761. CIRCULAR LETTERS, Mar. 1, 1928 - June 26, 1936. Letters from Navy Department in Washington to Commandant of the Naval Reserve District, Boston, concerning routine matters. Filed chronologically. (Weekly, official.) 8 x 11 loose sheets, 2 in., in drawer of metal filing case. R. 1. (200)

762. NAVAL RESERVE SERVICE RECORDS, June 20, 1930 - June 29, 1936. Nav. Form 352, listing name, address, date of birth of each enlisted reservist, name of nearest kin, and service and police records. Filed alphabetically. Index. (Daily, official.) 4 x 9½ envelopes, 2 ft. 6 in., in drawer of metal filing case. R. 1. (173)

763. GENERAL CORRESPONDENCE, Aug. 25, 1931 - July 13, 1936. Correspondence between the Commandant and the agency concerning office duties and requisitions for clothes and small stores. Filed chronologically. (Weekly, official.) 8 x 11 folders, 1 ft. 2 in., in drawer of metal filing case. R. 1. (167)

764. NAVAL RESERVE REQUISITIONS FOR CLOTHING AND SMALL STORES, July 1, 1932 - June 22, 1936. Form 458, listing the name of recipient, his commanding officer, and amount spent. Filed chronologically. (Weekly, official.) 8 x 13 folders, 1 in., in drawer of metal filing case. R. 1. (168)

FITCHBURG

NAVY RECRUITING SUBSTATION
Federal Bldg.

This substation was established about 1932; it is under the Springfield Station of the Northeastern Recruiting Division and occupies quarters on the second floor of the Federal Bldg. Its records consist mostly of reports on the interview, examination and rejection of applicants. These reports are sent periodically to the Springfield office. In addition to the few active records, retained by the office, there are on hand, eight reels of motion pictures of various naval activities which are used for recruiting propaganda.

765. ENLISTMENT CARD FILE, Feb. 1, 1934 - July 6, 1936. Record cards of applicants who have passed enlistment examination. Data includes, name, address, height, weight, etc., together with the examination grade and the name of the station to which the recruit will be assigned. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in wooden drawer. R. 6. (23)

766. REJECTION CARD FILE, Feb. 1, 1934 to date. Record cards of applicants who have failed to pass enlistment examination. Data includes: name, address, age, height, weight, etc., together with the examination grade. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 6 in., in wooden drawer. R. 6. (22)

767, GENERAL CORRESPONDENCE, Apr. 1, 1934 to date. Correspondence between the local recruiting office and the main office in Springfield, including letters from prospective applicants and other persons request-

ing information. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in metal drawer. R. 6. (41)

FRAMINGHAM

NAVY RECRUITING SUBSTATION
Post Office Bldg.

This substation was established on July 1, 1935 during a drive for new enlistments. It is under the Boston Station of the Northeastern Recruiting Division. The personnel comprises one Chief Electrician's Mate. The office, which also serves Westboro, Marlboro, and other adjoining towns, is located in room 203 of the Post Office Building. All records, of which none have been lost or destroyed, are sent periodically to the Boston headquarters.

768. APPLICANT AND PROSPECTIVE FILE, July 1, 1935 to date. Showing the names of applicants and prospective recruits. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in drawer of metal card cabinet on desk. R. 203. (30)

769. GENERAL CORRESPONDENCE OF RECRUITING STATION, July 1, 1935 to date. Letters from the Recruiting Station, Boston, pertaining to enlistment of naval recruits and instructions governing the activities of the station. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 8 in., on desk. R. 203. (31)

HAVERHILL

NAVY RECRUITING SUBSTATION

(not surveyed)

HINGHAM

NAVAL AMMUNITION DEPOT

The Naval Ammunition Depot at Hingham, one of sixteen magazines and depots located in the United States and its possessions, was established in 1906. In 1911 the first Administration Building was erected.

It was razed to make space for the present building in 1922. The Marine Barracks, testing house, and powder houses are also located on the grounds. The records were badly damaged in moving. Lack of clerical help has made it impossible to restore order to these old records, but it is believed that none have been lost or destroyed. The later records are in good condition.

Correspondence

770. GENERAL FILE, July 3, 1903 - Dec. 26, 1935. Correspondence, reports, circular letters and tabulations. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 15 folders, 8 ft. 9 in., in 5 wooden transfer cases. Storeroom, 2d floor. (8)

771. DEEDS, TITLES, AND CORRESPONDENCE, June 17, 1904 - Feb. 19, 1913. Correspondence and documents in relation to purchase of land for establishment of ammunition depot. Filed chronologically. (Rarely, official.) 8 x 14 bundles, 6 in., in wooden transfer case. Storerrom, 2d floor. (7)

772. GENERAL FILE, 1909 to date. Correspondence, circular letters, reports, schedules and bulletins. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 14 folders, 13 ft., in 6 drawers of metal filing cases and 4 drawers of wooden filing case. R. 3. (1)

773. DATA COVERING CONSTRUCTION OF BUILDINGS, ROADS, AND DOCKS, 1909 to date. Correspondence, reports, surveys and maps. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 1 ft. 6 in., in 2 drawers of wooden filing case. R. 13. (77)

774. CORRESPONDENCE CONNECTED WITH RETIREMENT, Apr. 1909 to date. Correspondence and instructions regarding procedure for retiring civilian personnel. Filed according to the United States Navy Filing Manual. (Monthly, official.) 9 x 15 folders, 1 ft. 3 in., in drawer of wooden filing case. R. 13. (75)

775. CONFIDENTIAL BLUEPRINTS AND CORRESPONDENCE, July 1909 to date. Private correspondence concerning blueprints. Filed numerically. (Daily, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. R. 13. (128)

776. GENERAL CORRESPONDENCE, July 16, 1909 - July 1, 1931. Concerning activities of agency. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 15 folders, 1 ft. 2 in., in wooden box. Storeroom, 2d floor. (31)

777. MISCELLANEOUS CORRESPONDENCE PERTAINING TO OPERATION OF THE DEPOT, Jan. 17, 1910 - May 5, 1924. Correspondence from Navy Bureaus. Filed by subject. (Rarely, official.) 9 x 15 folders, 3 ft. 10 in., in 2 wooden transfer cases. Storeroom, 2d floor. (27)

778. CORRESPONDENCE AND SHIPPING ORDERS PERTAINING TO AMMUNITION AND AMMUNITION SUPPLIES, Dec. 22, 1910 - Sept. 20, 1922. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 3 ft., in wooden box. Storeroom, 2d floor. (33)

779. CORRESPONDENCE AND PERSONNEL RECORDS OF CIVILIAN EMPLOYEES NOW ACTIVELY EMPLOYED, Jan. 1911 to date. Mostly case histories: name, age, address, service record, experience, and character reference. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 3 ft. 4 in., on 2 metal shelves. S., 2d floor. (43)

780. CORRESPONDENCE AND CIRCULAR LETTERS, Jan. 11, 1911 to date. Mostly concerning releases, retirements and pensions of civilian personnel, Filed by subject. (Weekly, official.) 9 x 15 folders, 1 ft. 4 in., in drawer of metal filing case. Storeroom, 2d floor. (42)

781. CORRESPONDENCE, RECORDS, AND AMMUNITION DETAILS, Feb. 4, 1911 - Dec. 23, 1923. Pertaining to manufacture and shipment of ammunition. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. R. 18. (52)

782. CORRESPONDENCE TO AND FROM SHIPS, May 5, 1911 - May 14, 1923. Concerning transactions with naval vessels and showing ammunition received and delivered. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 5 ft. 3 in., in wooden box. Storeroom, 2d floor. (35)

783. CORRESPONDENCE AND RECORDS CONCERNING AMMUNITION, INCOMING AND OUTGOING, Dec. 15, 1911 - July 23, 1923. Pertaining to movements of ammunition through depot. Filed by subject. (Rarely, official.) 9 x 15 folders, 2 ft. 5 in., in wooden transfer case. Storeroom, 2d floor. (28)

784. COMPLETED BUREAU OF ORDNANCE AMMUNITION ORDERS, May 14, 1912 - June 30, 1931. Orders and instructions for manufacture, assembly and delivery of ammunition and ammunition supplies. Filed chronologically. (Rarely, official.) 9 x 12 folders and 8 x 10½ bundles, 2 ft. 9 in., in wooden box. Damaged by faulty containers, dirty. Storeroom, 2d floor. (19)

785. OFFICERS AND OFFICIALS PRIVATE CORRESPONDENCE, Aug. 7, 1912 - Aug. 1, 1934. Official and private letters of officers on duty here and similar correspondence of officers now transferred to other posts. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 1 ft. 2 in., in wooden transfer case. N., 2d floor. (24)

786. MISCELLANEOUS PAPERS, Aug. 1915 - Dec. 1926. Circular letters, correspondence and bulletins mostly from the Bureau of Navigation; also stock ledger sheets and stockman's receipts. (Never.) Variously sized loose papers, 2 ft., in wooden transfer case. Damaged by faulty containers, careless handling, dirty, torn. N., 2d floor. (26)

787. CORRESPONDENCE TO AND FROM SHIPS, Jan. 1, 1917 - Aug. 25, 1932. Letters, receipts and invoices regarding ammunition delivered to ships for fulfillment of allowances or returned to depot for tests. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 1 ft. 3 in., in wooden transfer case. Damaged by faulty containers, careless handling, dirty. N., 2d floor. (25)

788. ENLISTED PERSONNEL CORRESPONDENCE, June 23, 1917 - Oct. 19, 1919. Correspondence regarding natural and mechanical ability of enlisted men. Filed alphabetically. (Rarely, official.) 9 x 12 loose papers, 1 ft. 6 in., in wooden transfer case. N., 2d floor. (23)

789. ALLOWANCE LISTS AND CORRESPONDENCE, July 1918 to date. Correspondence and lists concerning amounts and types of ordnance allowed naval vessels. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in 2 drawers of metal filing case. R. 8. (58)

790. COMPLETED JOB ORDERS, July 1, 1918 - June 30, 1935. Reports of officer in charge confirming Bureau of Ordnance orders. Filed chronologically. (Rarely, official.) 9 x 13 folders, 13 ft. 9 in., in 7 drawers of wooden filing cases. R. 8. (61)

791. ORDERS, RECEIPTS, AND CORRESPONDENCE CONCERNING AMMUNITION DELIVERED TO OR RECEIVED FROM NAVAL VESSELS, July 5, 1918 - Oct. 22, 1932. Showing date, type, amount and other data on material moved. Filed chronologically. (Rarely, official.) 9 x 11 folders, 1 ft. 4½ in., on wooden box. Storeroom, 2d floor. (9)

792. INFORMATION FOR THE IDENTIFICATION OF THE MANUFACTURER OF AMMUNITION, Sept. 23, 1918 - Dec. 10, 1919. Correspondence concerning inspections of manufactured materials and manufacturing processes. Filed chronologically. (Rarely, official.) 9 x 11 folders, ½ in., in wooden box. Dirty, torn. Storeroom, 2d floor. (16)

793. BUREAU OF ORDNANCE CIRCULAR LETTERS IN REGARD TO GUNS, MOUNTS, AMMUNITION, AMMUNITION DETAIL, Feb. 1, 1923 to date. Correspondence and instructions regarding production, handling and storage of ammunition. Filed chronologically. (Monthly, official.) 9 x 11 loose-leaf book, 3 in., in wooden bookcase. R. 3. (4)

794. STOREMEN'S WRITE-UP, Feb. 24, 1923 - Apr. 28, 1930. Correspondence, receipts and tabulations concerning incoming and outgoing supplies. Filed chronologically. (Never.) 9 x 12 bundles, 1 ft. 9 in., in wooden box. Damaged by faulty containers, careless handling, dirty, torn, scattered. Storeroom, 2d floor. (15)

795. SURVEYS AND CORRESPONDENCE PERTAINING THERETO, July 1, 1923 - June 30, 1930. Correspondence concerning surveys made to determine obsolete or worthless material and equipment. Filed chronologically. (Rarely, official.) 9½ x 11½ folders, 1 in., in wooden box. Storeroom, 2d floor. (20)

796. REQUESTS FOR DRAWINGS, BLUEPRINTS AND PLANS, July 20, 1923 - Feb. 26, 1929. Correspondence requesting photographs, drawings, blueprints and general plans for ammunition manufacture. Filed chronologically. (Rarely, official.) 9 x 12 folders, 5 in., in wooden box. Damaged by faulty containers, dirty. Storeroom, 2d floor. (14)

797. REGULATIONS OF THE HINGHAM NAVAL AMMUNITION DEPOT, Jan. 1, 1924 - May 23, 1933. Rules and regulations for Supply Officer, Inspector-in-Charge and Time Section Clerks. Filed chronologically. (Rarely, official.) 9 x 11 folders and 8½ x 11 loose-leaf books, 1 ft., in wooden bookcase. R. 3. (6)

798. SPECIAL CORRESPONDENCE, Jan. 7, 1924 to date. Important Correspondence concerning ammunition, ammunition supplies, ordnance and ordnance supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 6 in., in 3 drawers of metal filing case. R. 8. (57)

799. ORDERS RELATIVE TO OPERATION OF DEPOT, Jan. 21, 1924 to date. Commanding Officer's orders for enforcement of established rules and regulations. Filed chronologically. (Monthly, official.) 9 x 11 loose-leaf books, 2 in., in wooden bookcase. R. 3. (2)

800. CORRESPONDENCE BETWEEN STATIONS AND DEPOT, May 1924 to date. Mostly concerning ammunition. Filed alphabetically. (Daily, official.) 9 x 13 folders, 2 ft. 8 in., in 2 drawers of metal filing case. R. 8. (60)

801. SHIP FILE, May 1924 to date. Correspondence concerning amount of ammunition and ammunition supplies aboard each naval vessel. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 5 in., in 3 drawers of metal filing case. R. 8. (59)

802. OVERHAUL, REPAIR AND STORAGE OF AMMUNITION FOR ARGENTINE BATTLESHIPS, RIVADAVIA AND MORENO, Aug. 25, 1924 - Apr. 20, 1929. Correspondence and estimates of costs for overhauling, repairing, and storing ordnance of Argentine battleships. Filed chronologically. (Rarely, official.) 9 x 10½ bundles, 2 in., in wooden box. Damaged by faulty containers, torn. Storeroom, 2d floor. (10)

803. STORMEN'S INVENTORY SHEETS, Jan. 19, 1925 - Jan. 20, 1933. Inventories and correspondence concerning amount of ammunition on hand at specified intervals. (Rarely, official.) 9 x 11 loose papers, 3 in., in pasteboard box in closet. Damaged by careless handling, torn, scattered. R. 8. (117)

804. CIRCULAR LETTERS FROM THE SECRETARY OF THE NAVY RELATING TO RETIREMENT, July 15, 1926 to date. Concerning changes in retirement rules and regulations. Filed chronologically. (Bimonthly, official.) 6 x 11 loose-leaf books, 1½ in., in wooden bookcase. R. 3. (3)

805. REPORTS OF DAILY PROGRESS, Jan. 17, 1929 - May 1, 1935. Correspondence and reports from Ordnance Foreman to Ammunition Officer

showing daily assignments of men and progress of work in each building. (Rarely, official.) 5 x 8 loose papers, 1 ft. 6 in., on closet floor. R. 8. (116)

806. CONFIDENTIAL FILES, Jan. 1, 1930 to date. Miscellaneous papers of importance available only to officials. (Daily, official.) 9 x 15 folders, 7 ft. 2 in., in 7 drawers of wooden filing cases. R. 13. (72)

807. CORRESPONDENCE TO SHIPS, Jan. 7, 1932 - Jan. 22, 1934. Correspondence between Ordnance Foremen and ships receiving ammunition at depot. (Rarely, official.) 8 x 11 folders, 1 ft. 6 in., in pasteboard box in closet. Dirty, scattered. R. 8. (73)

808. ROUGH NOTES PERTAINING TO AMMUNITION, Sept. 13, 1932 to date. Dated memoranda from Ammunition Officer to Ordnance Foremen showing kinds and amounts of ammunition received. (Rarely, official.) 9 x 11 loose papers, 3 in., in pasteboard box in closet. R. 8. (115)

809. DRAFTING ROOM BULLETIN, Feb. 6, 1934 to date. Mostly requests for drawings; also some correspondence from Inspector of Ordnance to Chief of Bureau of Ordnance. (Rarely, official.) 8 x 10 bundles, 1 ft., on cabinet in closet. R. 8. (118)

810. MOVEMENT OF SHIPS, Oct. 24, 1934 - Sept. 30, 1935. Weekly statements of maneuvers and positions of all naval vessels: shows name, present position, and station to which ordered. (Weekly, official.) 8 x 10½ bundles, 3 in., on floor of closet. Dirty. R. 8. (126)

Finance and Accounting

811. PAY ROLLS, CIVILIAN PERSONNEL, July 1909 - June 30, 1930. Statements of pay roll disbursements to civilian employees. Filed chronologically. (Weekly, official.) 9 x 15 folders, 1 ft. 9½ in., in 2 drawers of wooden filing case. R. 13. (74)

812. REQUISITIONS, Aug. 1909 to date. Requisitions for furniture and household equipment for administrative offices and officers' residences. Arranged by subject. (Occasionally, official.) 9 x 12 vols., 9 in., in drawer of wooden filing case. R. 13. (78)

813. STUB REQUISITIONS, Jan. 1911 to date. Form S. and A. 129, requisitions drawn on Boston Navy Yard. Filed chronologically. (Rarely, official.) 5¾ x 7½ bundles, 9½ in., on wooden shelf. Dirty. Storeroom, 2d floor. (46)

814. REPORTS OF EXPENDITURES, July 1912 to date. Form S. and A. 280, reports and tabulations of expenditures made for labor and materials. Filed chronologically. (Monthly, official.) 9 x 14½ covers, 1 ft. 1 in., in paper box. Dirty. Storeroom, 2d floor. (47)

815. OPEN PURCHASE REQUISITIONS AND CONTRACTS, Feb. 21, 1913 - Oct. 10, 1934. Contracts and requisitions for industrial materials. Filed

numerically. (Rarely, official.) 9 x 15 folders, 6 ft., in 2 wooden boxes. Storeroom, 2d floor. (32)

816. INCOMING AND OUTGOING BILLS OF LADING, Jan. 1, 1915 - Dec. 31, 1931. Bills of lading for new materials received, and finished products shipped. Filed chronologically. (Rarely, official.) 9½ x 11½ folders, 2 ft., in wooden box. Damaged by faulty containers, dirty. Storeroom, 2d floor. (22)

817. STOCK LEDGER SHEETS, Apr. 17, 1917 - May 15, 1931. Detailed inventory tabulations used to draw up stock ledgers. Filed by subject. (Rarely, official.) 9 x 15 folders and 8 x 10½ loose papers, 5 ft. 10 in., in 2 wooden boxes. Dirty. Storeroom, 2d floor. (13, 36)

818. ORDNANCE STORE CARDS, Mar. 24, 1920 - May 1933. Perpetual inventory; amounts of daily withdrawals and replacements of ammunition. Filed numerically. (Rarely, official.) 4 x 8⅝ cards, 7 ft. 1½ in., in folded document holders, in wooden box. Storeroom, 2d floor. (29, 44)

819. INVENTORY RECORDS, Jan. 1923 - Dec. 1927. Annual inventory of ammunition and materials on hand. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in wooden box. Damaged by faulty containers, dirty. Storeroom, 2d floor. (17)

820. AMMUNITION STOCK LEDGERS, July 1924 to date. Daily inventory of ammunition and ammunition supplies. Entered numerically. Indexed. (Daily, official.) 9 x 11 loose-leaf books, 3 ft. 3 in., in wooden bookcase. R. 8. (69)

821. PAY ROLL REPORTS, July 27, 1930 to date. Pay roll sheets showing disbursements to enlisted and civilian personnel in all departments. Filed chronologically. (Monthly, official.) 10 x 15 envelopes, 2 ft. 7 in., in 2 drawers of metal filing cases. Storeroom, 2d floor. (41)

822. RECAPITULATION OF COST CHARGES, Sept. 1930 to date. Periodic tabulations of labor, material and operating charges. Filed chronologically. (Monthly, official.) 8 x 13 bundles, 4 ft., in wooden box. Damaged by faulty containers, dirty. Storeroom, 2d floor. (48)

823. COMPLETED JOB ORDERS, Jan. 1, 1932 to date. Bureau of Ordnance orders for ammunition to be shipped to naval ships and stations. Filed chronologically. (Weekly, official.) 8 x 10 folders, 2 ft. 4 in., in 2 drawers of metal filing case. R. 7. (70)

824. PAY ROLL WORK SHEETS, July 1, 1933 to date. Tabulation sheets used in working out pay rolls. Filed chronologically. (Weekly, official.) 16 x 17 sheets, 6 ft., in filing case. Damaged by careless handling, dirty, torn. Storeroom, 2d floor. (40)

Functional Records

825. REPORTS, Feb. 1, 1911 - July 11, 1929. Annual, semiannual

quarterly, weekly and daily reports on fitness of officers, leaves of absence and progress of work. Filed according to the United States Navy Filing Manual. (Rarely, official.) 10 x 13½ folders, 4 ft. 6 in., in 2 wooden boxes. Storeroom, 2d floor. (30)

826. TEST HOUSE LOG, July 1, 1920 - June 30, 1928. Daily record of work performed and conditions existing in test house. Filed chronologically. (Rarely, official.) 8 x 10½ bundles, 1 ft. 7 in., in wooden box. Storeroom, 2d floor. (37)

827. FILLING HOUSE LOGS, June 21, 1923 - Mar. 19, 1929. Daily report of conditions in filling houses, also record of daily operations. Filed chronologically. (Rarely, official.) 8 x 10½ bundles, 4 in., in wooden box. Storeroom, 2d floor. (38)

828. REPORTS TO THE COORDINATOR FOR TRAFFIC OF SHIPMENTS MADE BY THE DEPOT, Sept. 1, 1923 - Dec. 31, 1933. Reports to Traffic Coordinator concerning shipments of ammunition by rail and by boat. Filed geographically. (Never.) 8 x 10 bundles, ½ in., on wooden box. Storeroom, 2d floor. (12)

829. COMPLETED JOB ORDERS, July 1924 - July 30, 1935. Reports on manufacture of ammunition ordered by Bureau of Ordnance; specifications, rules and regulations included. Filed chronologically. (Rarely, official.) 9 x 12 folders and 8 x 10½ bundles, 12 ft. 6 in., in 5 wooden boxes. Damaged by faulty containers, dirty. Storeroom, 2d floor. (18)

830. LOG, Jan. 1, 1928 to date. Record of weather conditions, temperature, atmospheric pressure in buildings where ammunition is stored; also remarks on deterioration of ammunition and unusual occurrences. Filed chronologically. (Older records, rarely; current records, daily; official.) 11 x 15 loose-leaf books, 9 in., in wooden bookcase and in wooden box. R. 3, and Storeroom, 2d floor. (5, 34)

831. POWDER PROOF FILE, Jan. 2, 1928 - Jan. 31, 1928. Formulae used in manufacturing explosives showing quantity, type, and caliber of ammunition. Filed numerically. (Daily, official.) 20 x 22¼ loose-leaf book, 1½ in., on chest in closet. R. 8. (127)

832. WEEKLY REPORTS TO ORDNANCE DEPARTMENT OF AMMUNITION SUPPLIED SHIPS, Jan. 5, 1929 - Dec. 30, 1933. Reports on ammunition furnished to ships: name of vessel; date, type and amount of ammunition supplied. Filed chronologically. (Rarely, official.) 10½ x 11 bundles, 11 in., in wooden box. Storeroom, 2d floor. (11)

833. POWDER TEST CARDS AND CORRESPONDENCE, Jan. 31, 1932 to date. Tests on experimental samples taken from depot stock and ships' supplies to determine efficiency of explosives and correspondence concerning same. Filed chronologically. (Daily, official.) 8¼ x 9½ loose sheets, 3 ft. 5 in., in drawer of wooden filing case. Drafting Room. (49)

834. WEEKLY PROGRESS REPORTS, Jan. 6 - Dec. 29, 1934. Progress reports on Bureau of Ordnance orders for ammunition, showing date manufacture started and date order filled. Filed chronologically. (Rarely, official.) 8 x 10½ bundles, 3 in., in wooden box. Storeroom, 2d floor. (21)

835. TIME CHITS, July 1, 1935 to date. Showing time consumed in each manufacturing process. Filed chronologically. (Weekly, official.) 3 3/8 x 5 bundles, 49 ft. 9 in., on 2 wooden shelves. Dirty. Storeroom, 2d floor. (39)

Personnel

836. SERVICE RECORD OF EMPLOYEES, Oct. 1909 to date. Records of civilian employees no longer on pay roll. Filed alphabetically. (Rarely, official.) 4½ x 10½ envelopes, 12 ft., in 3 drawers of metal filing case. Drafting Room. (50)

837. NAVAL PERSONNEL HISTORY CARDS, WAR TIME, Apr. 1917 - Nov. 1918. Case histories of enlisted personnel stationed at depot during World War. Filed alphabetically. (Rarely, official.) 3 x 5 loose cards, 8 in., in wooden card drawer. R. 13. (71)

838. EFFICIENCY MARKS, 1922 to date. Efficiency and conduct records of civilian employees. Filed chronologically. (Rarely, official.) 9 x 15 folders, 9 in., in wooden file drawer. R. 13. (76)

839. LEAVE CARDS, Jan. 24, 1930 to date. Leaves of absence granted employee showing date left and date returned. Filed numerically. (Occasionally, official.) 4 x 9½ loose cards, 1¼ in., in folded document holder. Storeroom, 2d floor. (45)

MARINE BARRACKS
Ammunition Depot, Hingham

The United States Marine Corps Post at the Hingham Ammunition Depot has been established and operating since 1909. As the activities of the Depot have increased it has been necessary from time to time to enlarge the building used for barracks and administrative offices by the personnel of the Corps. Today a large three-wing one story building houses all offices - the attic of the building serving as a storage room for obsolete equipment and inactive records of the various offices at the Post. All current material of the Quartermaster, the Medical Officer, and the Post Exchange offices is well maintained in modern equipment; but owing to a lack of space and filing cabinets most of the older inactive records have been stored in bundles, packages and boxes on the floor of the attic.

Medical Officer-in-Charge

840. HEALTH RECORDS, Jan. 2, 1910 to date. Medical Form H, medical histories of enlisted men and civilian employees at depot. Filed alphabetically. (Daily, official.) 4 x 9½ folders, 6 in., in drawer of steel filing case. Medical Office. (79)

841. PROPERTY LEDGER, Dec. 14, 1924 to date. List of property, other than medical supplies charged to this agency, includes linen, furniture, surgical instruments and other articles. Arranged chronologically. (Monthly, official.) 9 x 14 loose-leaf books, 1½ in., on desk. Medical Office. (82)

842. LEDGER OF RECEIPTS AND EXPENDITURES OF SUPPLIES AND EQUIPMENT, Aug. 26, 1931 to date. Arranged chronologically. (Monthly, official.) 8½ x 14 vol., ½ in., on desk. Medical Office. (83)

843. RECORD OF SPECIFIC TREATMENTS AND VACCINATIONS, Jan. 22, 1934 to date. Detailed reports on treatments of diseases, also records of smallpox and typhoid vaccinations. Arranged alphabetically. (Monthly, official.) 8½ x 14 vol., ½ in., on desk. Medical Office. (85)

844. RECORD OF RECEIPT AND ISSUE OF MEDICAL SUPPLIES, July 1, 1934 to date. Arranged chronologically. (Daily, official.) 9 x 14 loose-leaf books, 2½ in., on desk. Medical Office. (81)

845. RECORD OF ALCOHOL AND NARCOTICS, July 26, 1934 to date. Perpetual inventory of alcohol and narcotics showing receipts and withdrawals; also copies of prescriptions. Arranged alphabetically. (Monthly, official.) 8½ x 14 vol., ½ in., on desk. Medical Office. (84)

846. CORRESPONDENCE AND REPORTS, July 1, 1935 to date. Correspondence with, and reports to, headquarters, concerning operation of navy medical station at barracks. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in 2 drawers of steel filing case. Medical Office. (80)

Post Exchange

847. STEWARD'S DAILY REPORTS OF OPERATION OF POST EXCHANGE, June 1, 1930 to date. Steward's journal record of operations of canteen. Filed chronologically. (Daily, official.) 8½ x 14 bundle and 8½ x 14 papers, 9½ in., on steel shelf. Post Exchange. (101)

Quartermaster

848. QUARTERMASTER'S GENERAL FILE, Aug. 10, 1906 - Dec. 31, 1934; July 1, 1935 to date. Correspondence and reports concerning receipt and issue of clothing, equipment, small arms and ammunition. Filed alphabetically and by subject. (Older records, never; current records, daily, official.) 9 x 12 folders, 15 ft. 10 in., in wooden box, on

wooden shelf, and in 2 drawers of steel filing case. Damaged by careless handling, faulty containers, dirty, torn, scattered. Attic, W. Storeroom, and Commander's Office. (123, 92, 95)

849. LETTERS OF AWARD FOR SUBSISTENCE STORES CONTRACTS, 1909 - Dec. 1924. Correspondence concerning award of contracts for subsistence stores. (Never.) $3\frac{1}{2}$ x $8\frac{3}{4}$ envelopes, 5 ft. 2 in., in wooden box and on floor. Damaged by careless handling, faulty containers, dirty, torn, scattered. Attic. (124)

850. PAY ROLL VOUCHERS, Nov. 1, 1909 - Dec. 31, 1924. NMC Form 40, warrants for issue of unpaid wages to men on expiration of enlistments or transfers to new stations. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 2 ft. 4 in., in wooden box. Damaged by careless handling, faulty containers, dirty, torn, scattered. Attic. (122)

851. STATEMENT OF ARMS, ACCOUTERMENTS, ETC., Dec. 31, 1909 - Apr. 17, 1924. NMC Form 508, monthly inventory of arms, accouterments, ordnance stores, equipage, and tentage. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ loose papers, 9 in., in wooden box. Dirty. Attic. (121)

852. MISCELLANEOUS PAPERS, 1911 - 1926. Requisitions, receipts, vouchers; reports on subsistence, supplies, ordnance, equipment and activities. (Never.) Variously sized loose papers, 37 ft. 9 in., on floor. Damaged by careless handling, dirty, torn, scattered, ink faded. Attic. (129)

853. MUSTER ROLL OF OFFICERS AND ENLISTED MEN OF THE UNITED STATES MARINE CORPS, Dec. 1, 1916 - Dec. 31, 1920. Names, ratings, assignments, and activities of men and officers. Arranged chronologically. (Never.) $8\frac{1}{2}$ x 14 loose-leaf books, 7 in., in wooden box. Dirty. Attic. (119)

854. SERGEANT OF THE GUARD REPORT BOOKS, Feb. 11, 1917 - Apr. 26, 1926; Jan. 18, 1928 - May 18, 1936. Sentry log of occurrences at depot. Arranged chronologically. (Rarely, official.) $8\frac{1}{2}$ x $15\frac{3}{4}$ and $8\frac{1}{2}$ x 14 vols., 3 ft. $10\frac{1}{2}$ in., in wooden box and on wooden shelf. Damaged by careless handling, bindings broken. Attic and W. Storeroom. (110, 88)

855. SUBSISTENCE RETURNS, June 1917 - Aug. 1926. Reports on subsistence stores issued and charged against ration account. (Never.) $4\frac{1}{4}$ x 10 envelopes, 17 ft. 9 in., in wooden box. Damaged by careless handling, faulty containers, dirty, torn, scattered. Attic. (114)

856. ISSUE SLIPS, Oct. 3, 1917 - June 30, 1922. NMC Form 603-QM, accounts of clothing issued to enlisted men. Filed chronologically. (Never.) 4 x $11\frac{1}{2}$ papers, 6 ft. 3 in., in wooden box and on floor. Damaged by careless handling, faulty containers, dirty, torn, scattered. Attic. (120)

857. CONSOLIDATED MORNING REPORTS, July 13, 1918 - Sept. 27, 1926;

Oct. 29, 1927 - Dec. 13, 1935. NMC Forms 718a-A and 718a-I, log reports on assignments to duty; daily activities of personnel. Arranged chronologically. (Rarely, official.) 10 x 13 vols. (31), 2 ft. 7 in., in wooden box and on wooden shelf. Damaged by careless handling, faulty containers, dirty, torn, scattered. Attic and W. Storeroom. (111, 89)

858. RECEIPTS AND VOUCHERS FOR PURCHASES AND SERVICES, Oct. 31, 1918 - June 17, 1922. Vouchers and receipts for purchases and services relative to subsistence supplies. (Never.) 10¼ x 12 loose-leaf books, 3 in., in wooden box. Damaged by careless handling, faulty containers, dirty, scattered. Attic. (113)

859. DELIVERIES RECEIVED FROM CONTRACTORS, Jan. 1 - June 30, 1921. Record of subsistence stores received from contractors. Filed chronologically. (Never.) 8 x 12½ vols., 1 in., in wooden box. Attic. (125)

860. CHECK SHEET, Jan. 10, 1921 - Apr. 30, 1922. NMC Form 602-QM, accounts of clothing issued at barracks. (Never.) 16 x 19 loose-leaf books, 1 in., in wooden box. Damaged by careless handling, faulty containers, dirty. Attic. (112)

861. COMMANDING OFFICER'S GENERAL FILE, Jan. 1, 1926 to date. Orders and instructions concerning furloughs, transfers and drills. Filed alphabetically. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 2 ft. 2 in., on wooden shelf and in 2 drawers of steel filing case. Attic and Commander's Office. (94, 86)

862. SUBSISTENCE RETURNS, July 1, 1927 to date. Vouchers for subsistence supplies. (Rarely, official.) 4½ x 10¼ envelopes, 2 ft. 6 in., on wooden shelf. W. Storeroom. (93)

863. RETURNS OF SUBSISTENCE STORES, Oct. 1927 to date. NMC Form 581-QM, reports of food or subsistence stores received by Quartermaster's Department or purchased from other sources. Filed chronologically. (Rarely, official.) 10 x 16 envelopes, 1 ft. 3 in., on wooden shelf. W. Storeroom. (91)

864. SERVICE RECORD BOOK, May 15, 1929 to date. Military history and pay account of each man stationed at depot (originals). Filed alphabetically. (Daily, official.) 4½ x 9½ vols., 9 in., in document holders. Commander's Office. (87)

865. CLOTHING RECORDS, May 15, 1929 to date. Statement of clothing issued to officers and enlisted men at barracks. Arranged alphabetically. (Monthly, official.) 4 x 6½ loose-leaf books, 9 in., in folded document holder. Attic. (96)

866. INVENTORY WORK SHEETS, June 30, 1930 to date. Rough notes used to compile final inventory. Filed chronologically. (Biweekly, official.) 8½ x 14 bundles and 8½ x 14 loose papers, 2½ in., on steel shelf. Post Exchange. (100)

867. POST EXCHANGE OFFICER'S BLOTTER, July 1, 1930 to date. Daily account of receipts and expenditures of cash. Filed chronologically. (Daily, official.) 14 x 15 loose-leaf book and 13½ x 14 bundle, 1½ in., on steel shelf. Post Exchange. (104)

868. CASH BOOK JOURNALS, July 1, 1930 to date. Record of cash receipts and disbursements for merchandise and services. Arranged alphabetically. (Daily, official.) 3½ x 19 rolled papers and 19 x 29 loose papers, 4 in., on steel shelf. Post Exchange. (108)

869. BANK STATEMENTS, July 1, 1930 to date. Showing deposits, withdrawals and daily balances. Filed chronologically. (Monthly, official.) 9 x 9 bundle and 9½ x 10 loose-leaf book, 1 in., on steel shelf. Post Exchange. (103)

870. POST EXCHANGE STEWARD'S ACCOUNT, July 1, 1930 to date. Journal of purchases and sales at canteen. Filed chronologically. (Daily, official.) 9 x 11½ bundle and 9½ x 14 loose-leaf book, 2 in., on steel shelf. Post Exchange. (105)

871. INVOICES OF PURCHASES FOR CANTEEN, July 1, 1930 to date. For materials purchased for resale at canteen. Filed alphabetically. (Daily, official.) 9 x 12 folders and 9 x 12 bundles, 2 ft., in 2 drawers of steel filing case. Post Exchange. (98)

872. CANCELLED VOUCHER CHECKS, July 1, 1930 to date. Cancelled checks used in payment for supplies and services. Filed alphabetically. (Monthly, official.) 7¼ x 8½ bundle and 7¼ x 8½ papers, 11½ in., on steel shelf. Post Exchange. (102)

873. BALANCE SHEET, July 1, 1930 to date. NMC Forms 159-A and 159-I, monthly balance sheets; financial statements. Filed alphabetically. (Monthly, official.) 8 x 10½ bundle, 2½ in., on steel shelf. Post Exchange. (109)

874. DOCK REPORT RECORDS, Jan. 25, 1931 to date. Sentry log of occurrences at depot wharf. Arranged chronologically. (Rarely, official.) Variously sized vols. (10), 10 in., on wooden shelf. W. Storeroom. (90)

875. POST EXCHANGE CORRESPONDENCE, Oct. 1, 1931 to date. Concerning purchase of supplies for resale at canteen. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. Post Exchange. (99)

876. LEDGER, Apr. 15, 1933 to date. List of sales and purchases at canteen. Arranged alphabetically. (Daily, official.) 9¾ x 12¾ loose-leaf book and 9¾ x 12¾ bundle, 3¾ in., in drawer of steel filing case. Post Exchange. (106)

877. CHECK REGISTER, May 28, 1934 to date. Account of checks drawn

for materials and services. Filed numerically. (Daily, official.) 9½ x 12½ loose-leaf books, ½ in., on steel shelf. Post Exchange. (107)

878. PROPERTY ISSUE CARDS, July 1, 1935 to date. Statement of property issued to enlisted men. Filed alphabetically. (Weekly, official.) 2 x 5½ cards, 1 in., in drawer of steel filing case. Attic. (97)

879. PHOTOGRAPHIC PRINTS AND PLATES. See addenda for titles. Still photographic prints (23), photographic negatives, glass (23), in folders and in boxes. Office of Chief Clerk. (P-133)

LYNN

FLEET NAVAL RESERVE

(not surveyed)

MALDEN

NITER DEPOT

(not surveyed)

NANTUCKET

RADIO DIRECTION FINDER STATION
Surfside

This station was established in 1919. Unimportant papers are disposed of at three to five year intervals. Current records are carefully kept.

880. RADIO LOGS, Jan. 1932 to date. Continuous record of radio calls heard, bearings furnished, etc. Filed chronologically. (Older, never; current records, daily; official.) 10 x 15 envelopes, 6 ft. 3 in., in filing case and on wooden shelf. 1st floor and barn attic. (101, 98)

881. GENERAL FILE, Jan. 1932 to date. Concerns the business of this station; including bearing and inspection summaries, requisitions, statements of supply consumption, calibration data, etc. Filed chronologically and by subject. (Older records, never; current records, frequently; official.) 8½ x 10 sheets and 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case and on wooden shelf. 1st floor and barn attic. (100, 99)

NEW BEDFORD

FLEET NAVAL RESERVE
Naval Reserve Armory

The Naval Reserve Organization which now comprises the 7th Division was originally established at New Bedford in 1916 - prior to that time, it had been part of a Massachusetts State Volunteer Militia. The agency occupied space in the National Guard Armory on Pleasant Street from 1916 until 1923 when it moved to the 3rd floor of the Reynolds Building, 32 South Second Street. Its quarters were finally transferred to the United States Naval Reserve Armory in 1931. None of the records of the office have been lost or destroyed, but some of them have been sent periodically to the Boston headquarters.

882. CORRESPONDENCE AND REPORTS, 1930 to date. Correspondence between Naval Reserve Officers and headquarters or civilians concerning the work of this agency; also enlistment and other records pertaining to personnel. Filed alphabetically and chronologically. Index. (Weekly, official.) 4 x 8 pockets, and 4 x 9 envelopes, 8 ft., in 4 drawers of metal filing case. Ship Office. (487)

QUINCY

CHIEF ACCOUNTANT
Administration Bldg., Fore River Ship Yard

The Fore River Plant of the Bethlehem Ship Building Corporation, Limited, at Quincy, is the outgrowth of a little shop established in 1883 at Fore River by Thomas D. Watson - a colleague of Alexander Graham Bell of telephone fame. Around the time of the U.S.S. MAINE disaster Congress authorized the construction of sixteen torpedo boat destroyers and on September 29, 1898, contracts for the construction of the U.S.S. LAWRENCE and the U.S.S. MacDONOUGH were awarded the Fore River Yard. In 1917, during the World War, the Fore River Plant built and delivered large contracts of torpedo boats for the Navy. When the old Inspectors' Building was abandoned in 1921, records in the attic were found so badly damaged by rodents that most of them had to be destroyed before the offices were moved to temporary wooden quarters in the Yard. In 1931, the offices of the Inspector of Ship Construction, the Inspector of Ordnance, the Inspector of Naval Machinery, and other Administrative units were moved to the new Administration Building. A fourth naval office, Chief Accountant of the Compensation Division was established on January 2, 1936 - the records of this latter agency consist only of a small file of correspondence.

883. GENERAL CORRESPONDENCE, Jan. 2, 1936 to date. Correspondence mostly concerning costs of naval vessels under construction in this and other yards. Filed chronologically. (Daily, official.) 9 x 11½ folders, 8 in., in drawer of metal filing case. W. 1st floor. (24)

INSPECTOR OF NAVAL MACHINERY
Administration Bldg., Fore River Ship Yard

The office of the Inspector of Naval Machinery was established at the Fore River Plant of the Bethlehem Steel Corporation in 1900. Until 1921 this agency was located in the old Inspectors' Building. Then it was moved to a temporary wooden building where it remained until 1931, when offices were taken in the Administration Building. Some of the records of its suboffice have been maintained in the Steel Mill Building since 1914, but the active archives (mostly records and blueprints of naval machinery) are maintained in good condition in the Administration Building.

Administration

Blueprints

884. MISCELLANEOUS VALVES, June 27, 1912 to date. Detailed plans of all types of valves used in ship construction including date received, description, name of inspector, and date of approval. Filed by subject. (Weekly, official.) 18 x 28 blueprints, 2 ft. 8 in., in 4 drawers of wooden cabinet. R. 5. (82)

885. WELDING BLUEPRINTS, Apr. 5, 1918 to date. Detailed specifications of welding standards to be followed in construction of cable holds, connection and distribution boxes, storage battery containers, and cabinets. Filed by subject. (Weekly, official.) 18 x 42 folded blueprints, 13 ft. 2 in., in 18 drawers. R. 1. (199)

886. RECORD OF PLANS OF MACHINERY, June 24, 1925 - Feb. 1, 1933. Register of plans for turbines, dynamos, water and air ejectors, draining, heating, ventilating systems, hulls, and fire rooms. Filed by subject. (Never.) 13 x 14¾ loose-leaf books, 4 in., on metal shelf. Vault, 1st floor. (101)

887. BLUEPRINTS OF DESTROYER LEADERS, Feb. 5, 1932 to date. Detail of machinery and equipment to be installed on destroyer leaders, such as: turbines, pumps, water heaters, condensers, valves, and gears. Filed by subject. (Daily, official.) 18 x 26 folded blueprints, 7 ft. 3 in., in 21 drawers of wooden cabinet. R. 5. (166)

888. SUBCONTRACTORS PLANS OF APPROVAL, Mar. 15, 1933 to date.

Blueprints submitted by contractor for approval, showing boilers, fuel oil filters, turbines, generators, condensers, radios, and lighting system. Filed chronologically. (Daily, official.) 9 x 12 folded blueprints, 8 ft., in 4 drawers of metal filing case. R. 5. (44)

889. BLUEPRINTS OF ALL INSTALLATIONS, Aug. 4, 1934 to date. Detail of construction and installation of generators, lighting systems, radios, underwater sound equipment, switchboards, and telephones. Filed by subject. (Daily, official.) 8 x 10½ folded blueprints, 2 ft., in drawer of metal filing case. 1st floor. (61)

890. LIST OF BOLTS FOR DESTROYERS, Oct. 6 - Nov. 21, 1934. Blueprint records showing number of bolts required, patent number, specifications, and unit weight of material. Filed according to the United States Navy Filing Manual. (Rarely, official.) 11 x 14 bundles, 11 in., on steel shelf. Vault, 1st floor. (152)

891. VENDORS' PLANS, Aug. 14, 1935 - July 28, 1936. Blueprints of electrical appliances used on naval vessels, showing generator assemblies, magnetic controls, switchboards, telephones, and radios. Filed chronologically. (Daily, official.) 8 x 10½ folded blueprints, 4 ft., in 2 drawers of metal filing case. R. 1. (45)

Correspondence and Reports

892. INSPECTOR OF NAVAL MACHINERY, MISCELLANEOUS PAPERS, July 31, 1912 to date. Navy regulations, departmental orders, annual reports, specifications for alterations of machinery, and permits to visitors and foreigners. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 1. (85)

893. RECORD OF INCOMING MAIL, Jan. 2, 1918 - Dec. 31, 1932. Name, address of sender, department to which attached, subject matter of letter, and date received. Filed chronologically. (Rarely, official.) 9 x 11 folders, 11 in., on metal shelf. Vault, 1st floor. (193)

894. CONFIDENTIAL CORRESPONDENCE, June 28, 1918 to date. Concerning underwater sound equipment, telegraphic systems, safes and vaults for storage of secret and confidential documents. Filed chronologically. (Daily, official.) 8 x 10½ folders, 6 in., on metal shelf. Vault, 1st floor. (117)

895. RECORD OF OUTGOING MAIL, Jan. 2, 1920 - Dec. 31, 1932. Name of addressee, date, and subject matter of communication. Filed chronologically. (Rarely, official.) 9 x 11 folders, 10 in., on metal shelf. Vault, 1st floor. (197)

896. OLD MISCELLANEOUS CORRESPONDENCE, PERSONNEL, Jan. 2, 1922 - Dec. 31, 1932. Correspondence concerning classifications, changes in pay rates, injuries, absences, and vacations of personnel. Filed

according to the United States Navy Filing Manual. (Rarely, official.) 10 x 12 bundles, 9 in., on metal shelf. Vault, 1st floor. (154)

897. OLD MISCELLANEOUS CORRESPONDENCE, OFFICERS, Jan. 2, 1922 - Jan. 2, 1933. Obsolete correspondence in reference to navy officers. Filed according to the United States Navy Filing Manual. (Rarely, official.) 10 x 12 bundles, 7 in., on metal shelf. Vault, 1st floor. (156)

898. INCOMING AND OUTGOING MAIL, Jan. 2, 1933 to date. Names of addressor and addressee, origin, destination, subject matter of communication, date received and date sent. Filed chronologically. (Daily, official.) 8½ x 12 covers, 10 in., in drawer of metal filing case. R. 4. (53)

899. REPORTS ON PROJECTS UNDER NATIONAL INDUSTRIAL RECOVERY ACTS FUNDS, Aug. 19, 1933 to date. Reports and correspondence on expenditure of NIRA funds granted for extensive naval building program. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 9 in., in drawer of metal filing case. Clerical Office, 1st floor. (216)

Finance and Accounting

900. TIME BOOKS, Nov. 9, 1910 - Dec. 31, 1935. Names of employees, times reported for and left work, hours worked each day. Filed chronologically. (Rarely, official.) 8 x 10½ vols., 6 in., on metal shelf. Dirty, torn, bindings broken, ink faded. Vault, 1st floor. (21, 71)

901. PAY ROLLS, July 1, 1913 - June 30, 1934. Pay roll lists for entire force under Inspector of Naval machinery. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 12 packages, 5 in., on metal shelf. Vault, 1st floor. (125)

902. FORCE REPORTS, Jan. 14, 1926 - June 29, 1934. Daily reports on workers on contract jobs, showing number on each shift, total number of men and classifications. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 11 loose-leaf books, 5 in., on metal shelf. Vault, 1st floor. (187)

Personnel

903. SEMIANNUAL REPORTS OF EFFICIENCY, 1899 - May 31, 1917; July 1919 - June 1924. Commanding officers' reports on efficiency. Filed chronologically. (Rarely, official.) 8 x 10 loose-leaf books, 4 in., on metal shelf. Vault, 1st floor. (83)

904. CIVILIAN PERSONNEL FILE, Jan. 17, 1911 to date. Histories of employees: name, education, religious and political affiliations; work, attendance, morale, conduct, discipline, promotion, and accident records. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 7 in., in drawer of metal filing case. R. 4. (60)

905. RECORD OF LEAVE, Feb. 5, 1912 - Aug. 27, 1921. Names and ranks of absentees and men on furlough; date left, date returned, and reason for absence. Filed according to the United States Navy Filing Manual. (Rarely, official.) 8 x 10½ vols., 1 in., on metal shelf. Dirty. Vault, 1st floor. (66)

906. OFFICE JOURNAL, Dec. 9, 1912 - Apr. 15, 1933. Attendance records of office personnel showing absences due to official duty, suspension, illness, or vacation. Filed chronologically. (Rarely, official.) 8 x 10½ vols., 6¾ in., in wooden drawer and on metal shelf. Dirty. R. 4 and Vault, 1st floor. (40, 72)

907. PERSONNEL ON DUTY, Mar. 19, 1915 - May 17, 1920. Men attached to each ship launched; also name and type of ship, date of launching, date of delivery, and assignments of officers. Entered chronologically. (Rarely, official.) 8 x 10½ vols., 3 in., on metal shelf. Dirty, torn, bindings broken, ink faded. Vault, 1st floor. (34)

908. MISCELLANEOUS CIVILIAN RECORDS, Apr. 12, 1917 to date. Histories of office employees; showing duties, civil service classifications, amount of sick benefits, pensions, and dates of retirement. Filed alphabetically. (Monthly, official.) 9½ x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 4. (38)

909. RECORD OF NAVAL EMPLOYEES, Apr. 9, 1918 to date. Including name, address, telephone number, date reported for duty, ship to which attached, duties, and date detached. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 10 in., in 5 drawers of wooden filing case. R. 4. (73)

910. OFFICER PERSONNEL, Oct. 14, 1929 to date. Reports and correspondence showing training and experience of naval officers assigned by Inspector to test and inspect naval machinery installed in vessels under construction. Filed alphabetically. (Weekly, official.) 9½ x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. R. 4. (55)

Reports, Etc. on Shipbuilding

911. MACHINERY WEIGHTS OF GOVERNMENT VESSELS, Dec. 26, 1916 - Apr. 5, 1918. Weight records of machinery showing: name of vessel, weight of propellers, boilers, stores, tools, spare parts, and signatures of inspector. Filed chronologically. (Never.) 10 x 15 envelopes, 4 in., on metal shelf. Vault, 1st floor. (103)

912. BATTLE CRUISER AND AIRPLANE CARRIER LEXINGTON, Oct. 3, 1917 - Feb. 19, 1928. Lists of materials received for construction work including boiler feed regulators, oil burners, heaters, firebricks, automatic valves, steel tubing, brass, sheet tin, and wire. Filed according to the United States Navy Filing Manual. (Rarely, official.) 11½ x 11½ bundles, 8 in., on metal shelf. Vault, 1st floor. (128)

913. PURCHASE ORDERS OF SCOUT CRUISERS, RALEIGH AND DETROIT, June 1919 - Jan. 1930. Orders for materials purchased by government. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 12 paper packages, 8 ft. 3 in., on metal shelf. Vault, 1st floor. (158)

914. MATERIAL USED FOR SCOUT CRUISER, 768, Sept. 5, 1919 - Jan. 12, 1924. Lists of materials and equipment used in construction: steel plates, fuel oil burners, lubricating systems, evaporators and coolers. Filed according to the United States Navy Filing Manual. (Never.) 11 x 11 paper packages, 6 in., on metal shelf. Vault, 1st floor. (114)

915. PURCHASE ORDERS OF EX-BATTLESHIP MASSACHUSETTS, Nov. 1919 - Jan. 1922. Purchase orders for iron, steel, wire, wood, and machines. Filed numerically. (Never.) 9 x 11 packages, 1 ft., on metal shelf. Vault, 1st floor. (23)

916. GENERAL CORRESPONDENCE, S-44, Jan. 6, 1920 - July 31, 1925. Correspondence concerning construction, completion, tests, trials, and delivery of submarine S-44. Filed chronologically. (Never.) 9½ x 12 paper packages, 2 in., on metal shelf. Vault, 1st floor. (183)

917. GOVERNMENT FURNISHED MATERIAL, U.S.S. LEXINGTON, June 30, 1922 - June 30, 1925. Memoranda of materials furnished by the government and independent contractors; also papers preliminary to award of contracts. Filed numerically. (Never.) 10 x 10 and 8 x 12 bundles, 2 ft., on metal shelf. Vault, 1st floor. (157)

918. RADIO APPARATUS AND ELECTRICAL INSTRUMENTS, RECORDS, Nov. 1, 1922 - Nov. 1929. Description and account of trials of electrical, radio, searchlight and sound signaling apparatus. Filed according to the United States Navy Filing Manual. (Never.) 7 x 12 paper packages, 9 in., on metal shelf. Vault, 1st floor. (116)

919. FINISHED WEIGHT SHEETS OF U.S.S. LEXINGTON, PORTLAND, NORTHAMPTON, AND FARRAGUT, Nov. 2, 1922 - July 29, 1936. Memoranda of weights of machinery, including name of ship, where built, date delivered, name, weight of machine, weight of spare parts, tools, instruments, and signature of inspector. Filed by subject. (Daily, official.) 10 x 15 envelopes, 9 in., in drawer of metal filing case. R. 4. (51)

920. ELECTRICAL POWER APPARATUS, U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Memoranda of all tested electric power apparatus now on board U.S.S. Lexington. Filed according to the United States Navy Filing Manual. (Never.) 8 x 12 packages, 11 in., on metal shelf. 1st floor. (205)

921. CONSTRUCTION AND EQUIPMENT OF U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Data and relevant correspondence on construction and equipment for U.S.S. Lexington; also letters pertaining to ship's naval personnel. Filed according to the United States Navy Filing

Manual. (Never.) 7 x 12 packages, 10 in., on metal shelf. Vault, 1st floor. (109)

922. LUBRICATION OF PUMPING AND DRAINAGE SYSTEMS, Nov. 1922 - Nov. 1929. Reports and correspondence on technicalities in lubricating, pumping and drainage systems of U.S.S. Lexington. Filed according to the United States Navy Filing Manual. (Never.) 7 x 12 bundles, 10 in., on metal shelf. Vault, 1st floor. (215)

923. GUNS, AMMUNITIONS, AND FIRE CONTROL, Nov. 1922 - Nov. 1929. Instructions on fire control and gun and ammunition handling on the U.S.S. Lexington. Filed according to the United States Navy Filing Manual. (Never.) 9 x 12 packages, 5 in., on metal shelf. Vault, 1st floor. (98)

924. INSPECTIONS AND TESTS, U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Reports of inspections and tests of aircraft materials. Filed according to the United States Navy Filing Manual. (Never.) 5 x 12 packages, 9 in., on metal shelf. Vault, 1st floor. (305)

925. SHIP TRIALS AND UNFINISHED WORK, U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Memoranda of results of trial runs and of unfinished work to be completed after tests. Filed according to the United States Navy Filing Manual. (Never.) 9 x 14 bundles, 3 in., on metal shelf. 1st floor. (330)

926. TRIALS AND ENLISTED MEN, U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Reports and correspondence on trial runs; also muster roll of men board. Filed according to the United States Navy Filing Manual. (Never.) 7 x 12 bundles, 10 in., on metal shelf. Vault, 1st floor. (146)

927. OFFICERS OF THE U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Histories of officers attached to U.S.S. Lexington; records of service and qualifications. Filed according to the United States Navy Filing Manual. (Never.) 6 x 11 packages, 1 ft. 1 in., on metal shelf. Vault, 1st floor. (96)

928. PERSONNEL FINANCIAL MATTERS, U.S.S. LEXINGTON, Nov. 1922 - Nov. 1929. Reports and correspondence on salary allowances for civilian and naval personnel of ship during construction. Filed according to the United States Navy Filing Manual. (Never.) 5 x 12 bundles, 9 in., on metal shelf. Vault, 1st floor. (159)

929. STEAM ENGINEERING ALLOWANCE, Dec. 13, 1922 - July 16, 1929. Accounts of steam engineering work and installations on the Lexington, Raleigh, Detroit, Saratoga, and Salt Lake City, detailing types of engines, turbines, numbers of boilers, length of tubes, locations of safety valves, and lists of spare parts. Filed by subject. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ vols., 6 in., on metal shelf. Vault, 1st floor. (26)

930. PURCHASE ORDERS U.S.S. LEXINGTON, Dec. 31, 1924 - Nov. 19, 1929. Purchase orders showing type, description and weight of all material used in construction. Filed according to the United States Navy Filing Manual. (Never.) 8½ x 10 bundles, 7 ft. 6 in., on metal shelf. Vault, 1st floor. (94)

931. REPORT OF FINAL TRIAL OF U.S.S. RALEIGH, Jan. 27 - Feb. 26, 1925. Reports from Board of Inspection and Survey on final trials and inspections. Filed numerically. (Rarely, official.) 8 x 10½ envelopes, 1 in., on metal shelf. Vault, 1st floor. (204)

932. DESIGN OF VESSEL, U.S.S. NORTHAMPTON, June 1, 1927 - Jan. 1, 1933. Correspondence on design, preliminary drawings, ship model tests, and general plans for equipment. Filed according to the United States Navy Filing Manual. (Never.) 10 x 12 bundles, 1 ft., on metal shelf. Vault, 1st floor. (144)

933. CHANGES MADE ON SCOUT CRUISER NORTHAMPTON, June 1, 1927 - Jan. 2, 1933. Report of fifty-two changes made on machinery. Filed according to the United States Navy Filing Manual. (Rarely, official.) 10 x 12 paper packages, 6 in., on metal shelf. Vault, 1st floor. (36)

934. TRIAL REPORT AND ENLISTED MEN ON U.S.S. NORTHAMPTON, Aug. 7, 1927 - Jan. 2, 1933. Reports on trial tests of ship's machinery; also records of enlisted men attached to ship. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 12 packages, 1 ft. 1 in., on metal shelf. Vault, 1st floor. (99)

935. PROGRESS DATA, Nov. 30, 1927 - Apr. 30, 1928. Accounts of labor expended; also total weight, value and description of material used. Filed according to the United States Navy Filing Manual. (Never.) 11½ x 19 loose-leaf books, 6 in., on metal shelf. Vault, 1st floor. (100)

936. PURCHASE ORDERS FOR U.S.S. NORTHAMPTON, Dec. 5, 1928 - May 18, 1933. Purchase orders for construction material showing name, address of vendor, specifications, terms of contract, quantity, description of stock, and inspection reports. Filed chronologically. (Rarely, official.) 10 x 12 bundles, 3 ft. 8 in., on metal shelf. Vault, 1st floor. (215)

937. GUNS, AMMUNITION, AND SMALL ARMS OF U.S.S. NORTHAMPTON, May 7, 1929 - Nov. 18, 1932. Memoranda on storage of ammunition, small arms and guns. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9 x 12 bundles, 1 ft. 3 in., on metal shelf. Vault, 1st floor. (118)

938. PURCHASE ORDERS ON U.S.S. FARRAGUT AND PORTLAND, Aug. 4, 1929 - July 15, 1933. Purchase orders for steel and aluminum plates, rubber matting, linoleum, steering gear, pumps and valves. Filed chronologically. (Annually, official.) 9 x 11½ folders, 6 ft., in 3 drawers of metal filing case. Vault, 1st floor. (126)

939. MISCELLANEOUS DATA RELATIVE TO THE U.S.S. PORTLAND, Aug. 15, 1929 - July 27, 1936. Memoranda and data on boilers, refrigeration, ventilation, heating and electric power systems, and broadside guns. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 19 ft., in 5 drawers of wooden filing cases. Clerical Office. 1st floor. (150)

940. BLUEPRINTS OF ELECTRICAL MATERIALS ON U.S.S. FARRAGUT, Aug. 16, 1929 - June 15, 1933. Plans of electrical equipment, including generator, switchboard, ventilating, lighting and signal systems; also telephone, radio, sound and motion picture apparatus. Filed by subject. (Rarely, official.) 10 x 15 packages, 4 in., on metal shelf. Vault, 1st floor. (110)

941. CANCELLED BLUEPRINTS, Oct. 27, 1930 - Oct. 28, 1931. Blueprints of electric wiring on the U.S.S. Portland. Filed according to the United States Navy Filing Manual. (Never.) 10 x 14 folded blueprints, 8 in., on metal shelf. Vault, 1st floor. (35)

942. U.S.S. FARRAGUT PURCHASE ORDERS, Jan. 5, 1931 - July 9, 1933. Lists of purchased materials: name and address of vendor, quantity, description, specifications, terms of delivery and inspections. Filed according to the United States Navy Filing Manual. (Rarely, official.) 10 x 13 paper packages, 3 ft. 5 in., on metal shelf. Vault, 1st floor. (132)

943. APPROVAL BLUEPRINTS OF U.S.S. FARRAGUT, Jan. 5, 1931 - July 29, 1936. Construction plans returned to shipbuilding yard after approval by naval engineers in Washington. Filed chronologically. (Daily, official.) 12 x 42 blueprints, 2 ft., in drawer of metal filing case. R. 5. (37)

944. PURCHASE ORDERS FOR U.S.S. PORTLAND, Aug. 16, 1931 - June 27, 1933. Memoranda of material purchase orders showing name and address of vendor, quantity, weight, description of material, method of shipment, terms of delivery, date and place of inspection, and inspector's name. Filed according to the United States Navy Filing Manual. (Rarely, official.) 10 x 12 packages, 3 ft. 4 in., on metal shelf. Vault, 1st floor. (196)

945. WEIGHTS AND MONEY OF U.S.S. PORTLAND, Aug. 17, 1931 - Feb. 1, 1933. Memoranda of weights of construction materials; and expenditures for labor and material. Filed chronologically. (Never.) 16 x 24 bundles, 4 in., on metal shelf. Vault, 1st floor. (112)

946. RECORDS AND REPORTS OF U.S.S. DESTROYER FARRAGUT, Dec. 11, 1931 - July 28, 1936. Reports and correspondence on design of vessel; hull structure, turbines, shafts, bearings, propellers, compressed air and auxiliary machinery, gun turrets, inspections, and trials. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, and 11½ x 16 envelopes, 9 ft. 4½ in., in 5 drawers of metal filing cases. R. 4. (52)

947. RECORDS AND REPORTS OF CRUISER U.S.S. QUINCY, Jan. 9, 1933 - July 27, 1936. Reports and correspondence on construction, administrative expense, design of vessel, condensers, boilers, turbines, electrical equipment, gasoline storage, turrets and torpedoes. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 9 ft. 10 in., in 5 drawers of wooden filing cases. R. 4. (151)

948. ITEMIZED BREAKDOWN OF MACHINERY, Mar. 22, 1933 - July 28, 1936. Inspection reports on machinery and equipment used in construction of the Moffett, Balch, Gridley, Craven and Vincennes. Filed chronologically. (Daily, official.) 2½ x 12 loose-leaf books, 2½ in., on wooden desk. R. 1. (161)

949. RECORD CARDS, Mar. 22, 1933 to date. Index cards for all blueprints for U.S.S. Wasp, Quincy and destroyers 380, 382; hull number, blueprint number, name of part drawn, size of blueprint and date approved. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 3 drawers of wooden filing case. R. 5. (56)

950. APPROVED MANUFACTURER'S DRAWINGS, Mar. 22, 1933 to date. Approved blueprints and installation specifications for motors, generators, power supply units, shaft turning gear motors, speed reducing gears, brine discharge pumps, and evaporator feeds. Filed chronologically. (Daily, official.) 8 x 10½ folded blueprints, 4 in., in 2 drawers of metal filing case. R. 1. (84)

951. BLUEPRINTS OF QUINCY AND VINCENNES, Mar. 22, 1933 - July 29, 1936. Blueprints detailing boilers, turbines, reducing gears, steam drains, fuel oil piping systems, inner smoke pipes and fittings. Filed by subject. (Daily, official.) 12 x 42 folded blueprints, 9 ft. 7 in., in 14 drawers of wooden filing cabinets. R. 5. (115)

952. FIRE CONTROL, Mar. 22, 1933 - July 29, 1936. Specification and description of fire control systems. Filed according to the United States Navy Filing Manual. (Daily, official.) 8 x 10½ folded blueprints, 4 in., in drawer of metal filing case. R. 1. (86)

953. U.S.S. QUINCY AND VINCENNES SIGNALS, May 22, 1933 - July 30, 1936. Lists of signal equipment: searchlights, shutter signals; collision, flight crash, diving, fire and emergency alarms, batteries, voltage regulators, mine battery controls, horns, sirens and bells. Filed chronologically. (Daily, official.) 9½ x 11½ folded blueprints, 1 ft. 9 in., in drawer of metal filing case. R. 1. (120)

954. BLUEPRINTS OF APPROVAL, Mar. 22, 1933 - July 29, 1936. Blueprint details of fire rooms, boilers, condensers, steam piping, ventilation systems and air ejectors for the U.S.S. Quincy, Vincennes, Moffett, Phelps, Balch, submitted to Washington for approval. Filed chronologically. (Weekly, official.) 9 x 12 folded blueprints, 2 ft., in drawer of metal filing case. R. 5. (119)

955. RECORDS AND REPORTS OF DESTROYERS, PHELPS, CLARK, MOFFETT, AND BALCH, Aug. 3, 1933 - July 27, 1936. Memoranda of ship design, ship control, hull fittings, armor protection, cargo handling, launching, docking, and administrative expenditures. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 9 ft. 2 in., in 5 drawers of metal filing cases. Clerical Office, 1st floor. (208)

956. REPORTS, RECORDS AND MISCELLANEOUS DATA RELATIVE TO THE U.S.S. VINCENNES, Aug. 3, 1933 - July 28, 1936. Reports on ship design, hull fittings; hydraulic power, laundry and sanitation equipment; cargo handling, gasoline stowage, ammunition, broadside guns, and fire control. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 5 ft. 10 in., in 4 drawers of wooden filing case. R. 4. (41)

957. MISCELLANEOUS CORRESPONDENCE OF U.S.S. BALCH, Jan. 1, 1934 - July 29, 1936. Correspondence concerning naval and civilian personnel, installation of machinery and equipment, and expenditures. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 2 ft. 1½ in., in 2 drawers of metal filing case. R. 8. (48)

958. BLUEPRINTS OF NAVAL VESSELS, Mar. 19, 1934 - July 28, 1936. Blueprints and specifications for hulls, machinery, and materials of the U.S.S. Clark, Balch, and Moffett. Filed by subject. (Daily, official.) 12 x 42 folded blueprints, 12 ft. 2 in., on wooden case. R. 1. (124)

959. BLUEPRINTS OF U.S.S. GRIDLEY AND CRAVEN, June 15, 1934 - July 29, 1936. Blueprints of all machinery used on the Gridley and Craven with notations on tests of hulls, boilers, turbines, and chief inspector's memoranda of approval. Filed by subject. (Daily, official.) 18 x 26 folded blueprints, 4 ft. 3 in., in 14 drawers of wooden cabinets. R. 5. (59)

960. MANIFEST OF ELECTRICAL MERCHANDISE, Aug. 2, 1934 - July 27, 1936. Lists of purchases of electrical equipment for the U.S.S. Balch, Moffett, Phelps, and Clark: name of manufacturer, specifications, quantity, and description of materials. Filed chronologically. (Daily, official.) 9 x 11½ folders, 2 ft. 4 in., in 2 drawers of metal filing case. R. 2. (202)

961. PURCHASE ORDERS OF DESTROYER LEADERS, Sept. 1, 1934 - July 27, 1936. Orders for materials for the Moffett, Clark, Phelps, and Balch: name of vendor, quantity, weight, description of merchandise; date, place and report of inspection and inspector's signature. Filed chronologically. (Daily, official.) 9 x 11½ folders, 6 ft., in 3 drawers of metal filing case. R. 2. (138)

962. TEST DATA ON U.S.S. QUINCY AND VINCENNES, Oct. 2, 1934 - Apr. 30,

1935. Results of naval tests performed on dynamos, air ejectors, and condensers: name of manufacturer and date of purchase. Filed chronologically. (Rarely, official.) 8 x 10 sheets, 4 in., on metal shelf. Vault, 1st floor. (141)

963. RECORDS AND REPORTS OF U.S.S. DESTROYERS GRIDLEY AND CRAVEN, Oct. 2, 1934 - July 27, 1936. Reports and correspondence on design of vessels, hull structures, boilers, turbines, generators, machinery, lubrication, lighting, radios, and ammunition handling apparatus. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 4 ft. 3 in., in 3 drawers of metal filing case. R. 4. (129)

964. TEST NOTICES, Feb. 7, 1935 to date. Notifications of completion of preliminary tests of machinery, radio circuits, fuel systems and requests for official inspections. Filed chronologically. (Daily, official.) 9½ x 12 folders, 5 in., in drawer of wooden filing case. R. 4. (43)

965. MANIFESTS OF MATERIALS FOR U.S.S. GRIDLEY AND CRAVEN, Feb. 13, 1935 - July 27, 1936. Lists of materials received, showing name and address of manufacturer, quantity, weight, description of materials, certificates of compliance with naval specifications, and names of receiving clerk and inspector. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 11½ folders, 5 ft. 9 in., in 3 drawers of wooden filing case. R. 2. (182)

966. BLUEPRINTS OF APPROVAL OF DESTROYERS, Mar. 5, 1935 - July 29, 1936. Blueprints approved by naval engineers in Washington, detailing all material to be used in the construction of the U.S.S. Gridley and Craven. Filed by subject. (Daily, official.) 9 x 12 folded blueprints, 8 in., in 4 drawers of metal filing case. R. 5. (63)

967. APPROVED MANUFACTURERS' PLANS, May 1, 1935 - July 28, 1936. Blueprints detailing alterations to be made on frames, shafts, motor-generators, motor controls and switchboards of U.S.S. Quincy, Vincennes, Balch, Phelps, Moffett, Clark, Gridley, and Craven, also blueprints and specifications for sound motion picture apparatus and sound power telephone systems. Filed chronologically. (Daily, official.) 8 x 10½ folded blueprints, 4 in., in 2 drawers of metal filing case. R. 1. (169)

968. BOOKLET OF GENERAL PLANS, U.S.S. PORTER, May 1, 1935 - July 30, 1936. Blueprints showing bridge, first platform, machinery, and lifting gear detail; length, width of vessel and outboard profile. Filed by subject. (Weekly, official.) 9 x 26 loose-leaf books, 1½ in., on wooden cabinet. R. 5. (49)

969. U.S.S. WASP AND LIST OF AUTHORIZED CHANGES, Sept. 14, 1935 - July 27, 1936. Contractors' drawings for keel laying; also correspondence on administrative expense, design, hull, inspection and planning; changes in plans and construction methods, launching, trials and docking.

Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 2 ft. 2 in., in 2 drawers of wooden filing case. Clerical Office, 1st floor. (206)

970. RECORDS AND REPORTS OF DESTROYERS U.S.S. McCALL AND MAURY, Sept. 19, 1935 - July 27, 1936. Reports and correspondence on design of turbines, pumps, ventilating systems, hull fittings, propellers, inspections, and trials. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 2 ft. 1 in., in 2 drawers of steel filing case. R. 4. (186)

971. U.S.S. QUINCY AND VINCENNES, Dec. 19, 1935 - July 30, 1936. Machinery and equipment installed in vessels: fuel oil systems, boilers, turbine drains, turbines, Diesel engines, drive motors, and reduction gears. Filed by subject. (Daily, official.) 12 x 14 loose-leaf books, 4 in., on wooden table. R. 5. (190)

972. PURCHASE ORDERS OF U.S.S. WASP, Jan. 23 - July 28, 1936. Orders for purchases: name of manufacturer, quantity, specifications; also correspondence relative to changes of naval specifications. Filed chronologically. (Daily, official.) 9 x 11½ folders, 1 ft. 4 in., in drawer of metal filing case. R. 2. (201)

973. REPORTS AND RECORDS OF U.S.S. DESTROYER MOFFETT, Jan. 24 - July 30, 1936. Reports and correspondence on navy regulations, engineering, machinery, planning, propellers, inspections, trials and docking. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 15 folders, 2 ft. 2 in., in drawer of metal filing case. R. 4. (122)

974. APPROVED BLUEPRINTS OF U.S.S. WASP, Mar. 25 - July 29, 1936. Copies of blueprints submitted to Washington for adjustment, alteration and approval. Filed by subject. (Daily, official.) 9 x 12 folded blueprints, in drawer of metal filing case. R. 5. (62)

975. BLUEPRINTS OF U.S.S. WASP, Mar. 25 - July 30, 1936. Construction blueprints of decks, firerooms, boilers, motors, generators, turbines, condensers, radios, telephones and plates. Filed chronologically. (Daily, official.) 9 x 12 folded blueprints, 6 ft. 9 in., in 9 drawers of wooden filing cases. R. 5. (149)

976. VENDORS' PLANS OF U.S.S. WASP, May 29 - July 30, 1936. Contractors' blueprints for Diesel engines, portable storage battery chargers, automatic telephone systems, shaft transmitters, shaft revolving indicators, high speed relays, voltage regulators, armature and field windings, sound motion picture equipment and cooling systems. Filed chronologically. (Daily, official.) 8 x 10½ folded blueprints, 2 in., in drawer of metal filing case. R. 1. (123)

977. EQUIPMENT LISTING OF U.S.S. MOFFETT, June 9 - July 30, 1936. Description of all electrically driven machinery: revolutions per minute, stock number of unit; also description of electrical and mechanical

functions of generators, ventilating and lubricating systems and switchboards. Arranged alphabetically. (Daily, official.) 10 x 12½ loose-leaf books, 4 in., on wooden table. R. 4. (113)

978. ORGANIZATION AND REGULATIONS OF U.S.S. MOFFETT, June 9 - July 30, 1936. Description of departmental organization: engineering, construction and repair, navigating, supply, gunnery; also account of peace time personnel allowance for 1850 ton destroyer: seamen, artificers, commissary men and special branches. Arranged alphabetically. (Daily, official.) 9 x 11 loose-leaf books, 1 in., on wooden desk. R. 4. (177)

979. INCOMING MAIL LOG OF U.S.S. BALCH, July 2 - July 29, 1936. Lists of inward correspondence pertinent to this ship with notations on subject matter. Arranged chronologically. (Daily, official.) 8½ x 14 vols., 1 in., on desk. R. 8. (42)

980. OUTGOING MAIL LOG OF U.S.S. BALCH, July 10 - July 29, 1936. Lists of dispatched correspondence outline of subject, address, writer, etc. Entered chronologically. (Daily, official.) 8½ x 14 vols., 1 in., on wooden table. R. 8. (65)

Supplies

981. MISCELLANEOUS SUPPLIES REQUISITIONS, Aug. 5, 1902 to date. Requisitions for office furniture, filing equipment, typewriters, adding machines, blueprint machines and clocks; and memoranda on conveyance facilities, shipping rates, preparation, loading, unloading of shipments, freight expense, etc. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 1 ft. 7 in., in drawer of metal filing case. R. 4. (54)

982. MISCELLANEOUS ORDERS, 1912 - 1925. Orders for materials used in ship construction. Filed according to the United States Navy Filing Manual. (Never.) 9 x 11 bundles, 1 ft., on metal shelf. Vault, 1st floor. (97)

983. OUTGOING SHIPPING REPORTS, May 22, 1922 - Nov. 15. 1932. Shipments from this yard, showing names and addresses of contractors, order numbers, weights and dimensions of material; inspector's names and dates of shipments. Filed according to the United States Navy Filing Manual. (Rarely, official.) 8 x 10½ bundles, 3 in., on metal shelf. Vault, 1st floor. (133)

984. BATTLE CRUISER ORDERS, July 27, 1925 - Aug. 13. 1927. Purchase orders for materials and equipment, such as steel pipe, steel and copper tubing, valves, gaskets, gauges, indicators, oil apparatus, air compressors, blowers and boilers. Filed chronologically. (Rarely, official.) 9½ x 12 folders and packages, 10 in., on metal shelf. Vault, 1st floor. (240)

985. MISCELLANEOUS ORDERS, June 15, 1926 - Dec. 31, 1931. Orders for materials purchased from contractors not on the navy preferred lists, for use in destroyer construction including quantity, description of material, name and address of vendor, and official naval seal. Filed chronologically. (Never.) .7 x 13 bundles, 11 in., on metal shelf. Vault, 1st floor. (181)

986. GENERAL AND SPECIAL SPECIFICATIONS FOR ALL SHIPS, Feb. 2, 1931 - July 29, 1936. Specifications for equipment, such as compressors, reduction gears, motors, generators, transformers, electric cables, searchlights, switchboards, heaters and fans. Filed by subject. (Daily, official.) 8 x 10½ folded blueprints, 8 in., in drawer of metal filing case. R. 1. (87)

987. RECORD OF PURCHASES, Feb. 24, 1932 - July 27, 1936. Material purchase records showing description of stock, name of vendor, and date received. Filed numerically. (Daily, official.) 10½ x 11½ vols., 2 in., on desk. Torn. R. 2. (68)

988. MISCELLANEOUS ORDERS, Oct. 10, 1932 - July 28, 1936. Orders sent to this plant for materials to be used in construction of vessels at other yards; showing name of purchaser, description of materials and inspector's seal. Filed chronologically. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of metal filing case. R. 2. (102)

989. SUPERSEDED GENERAL SPECIFICATIONS, Nov. 1, 1932 - July 30, 1936. General specifications for turbines, oil engines, motors, generators, reduction gears, pistons, exhaust mufflers, batteries and water systems. Filed by subject. (Daily, official.) 9 x 12 loose-leaf books, 3 in., on wooden table. R. 5. (155)

990. REPORTS OF MATERIALS SHIPPED, Mar. 23, 1933 - July 29, 1936. Reports of inspections to determine if material complies with naval specifications: showing contractors' and consignees' names, contract number, quantity, weight of materials, and inspectors' signatures. Filed chronologically. (Daily, official.) 9 x 11½ folders, 12 ft., in 6 drawers of wooden filing cases. Torn. R. 2. (39)

991. GOVERNMENT PURCHASES, June 4, 1934 - July 28, 1936. Government contracts for materials to be used in ship construction; fire prevention, sound, radio and navigating equipment: including detail and description. Filed chronologically. (Daily, official.) 9 x 11½ folders, 2 ft., in 2 drawers of metal filing case. R. 2. (148)

992. NEW YORK PURCHASE ORDERS, Aug. 14, 1934 - July 28, 1936. Reports on material purchased by New York Shipbuilding Co., for use at this yard showing date of purchase, quantity, description of materials, and signature of receiving clerk. Filed chronologically. (Daily, official.) 9 x 11½ folders, 1 ft. 8 in., in drawer of wooden filing case. 2d floor. (121)

Steel Mill

Blueprints

993. ALTERATION BLUEPRINTS, Apr. 4, 1931 - July 15, 1936. Blueprints altered to comply with new specifications. Filed by subject. (Weekly, official.) 26 x 42 loose folded blueprints, 8 ft. 9 in., in 7 drawers of wooden cabinets. E. end, 3d floor. (237)

994. BLUEPRINTS OF MACHINERY, Aug. 14, 1933 - July 15, 1936. Plans for arrangement of machinery in the fire, turbine and generator rooms; also list of bolts, nuts, flanges and pipes. Filed by subject. (Daily, official.) 26 x 42 loose folded blueprints, 8 ft. 2 in., in 7 drawers of wooden cabinets. E. end, 3d floor. (184)

995. GENERAL SPECIFICATIONS FOR MACHINERY, Nov. 1, 1933 - July 15, 1936. Specifications for engine lathes, arbor presses, searchlights, parabolic reflectors and carbons. Filed chronologically. (Daily, official.) 9 x 11½ loose-leaf books, 10 in., in metal cabinet. E. end, 3d floor. (57)

996. ELECTRICAL CONSTRUCTION BLUEPRINTS, July 26, 1934 - Feb. 20, 1935. Details of electric wiring. Arranged chronologically. (Daily, official.) 6½ x 12 loose folded papers, 4½ in., on shelf, in wooden cabinet. S. end, 3d floor. (10)

997. BLUEPRINTS OF HEAVY CRUISERS, DESTROYERS, AND DESTROYER LEADERS, Sept. 5, 1934 - July 20, 1936. Plans of electrical wiring equipment, amount, weight, insulation and conductivity of material used. Filed chronologically. (Daily, official.) 12 x 42 folded blueprints, 8 ft. 2 in., in cabinet. R. 5. (75)

998. BLUEPRINTS, Jan. 1 - July 9, 1936. Construction plans giving pattern number and amount of steel required. Filed chronologically. (Daily, official.) 12 x 16 loose prints, 2 ft. 1 in., on wooden desk. E. end, 3d floor. (1)

999. RECORDS OF PLANS OF ELECTRICAL INSTALLATION, Feb. 2 - July 21, 1936. Details on electrical work to be done on ships, with names of equipment requiring electrical wiring. Arranged numerically. (Daily, official.) 10 x 14 covers, 1 in., on wooden desk. R. 5. (231)

Personnel

1000. MISCELLANEOUS DESTROYER CORRESPONDENCE, Dec. 1916 - July 1920. Reports and correspondence on machinery installations, purchase orders; also service records of civilian and enlisted personnel. Filed according to the United States Navy Filing Manual. (Rarely, official.) Variously sized bundles and paper packages, 7 ft. 10 in., on 3 shelves. Damaged by careless handling, dirty, torn. NW. Storeroom, 3d floor. (4)

1001. OFFICERS AND ENLISTED PERSONNEL, MICELLLANEOUS, July 15, 1917 - Nov. 26, 1924. Correspondence concerning enlisted personnel; some pertains to officers. Filed chronologically. (Rarely, official.) 9 x 11½ folders, 1 ft. 10 in., in drawer of wooden filing case. Dirty. Storeroom, 3d floor. (7)

1002. OFFICERS DETACHED, Nov. 20, 1917 - Nov. 10, 1927. Notices of transfers also communications from detached officers. Filed alphabetically. (Rarely, official.) 9 x 11½ folders, 4 in., in 2 drawers of wooden filing case. Dirty. Storeroom, 3d floor. (8)

1003. BREAKDOWNS ON DESTROYERS, July 25, 1935 to date. Studies of times required on machinery installations; name of engineering division, specifications complied with, etc. Filed chronologically. (Monthly, official.) 13½ x 18 loose-leaf books, 4 in., on desk. SE. 3d floor. (3)

Shipbuilding

1004. CORRESPONDENCE OF DESTROYERS 95 and 102, Apr. 1, 1917 - July 30, 1927. Concerning machinery installations. Filed numerically. (Rarely, official.) Variously sized bundles and folders, 4 ft., in drawer of wooden filing case, and wooden cabinet. Storeroom, 3d floor. (9)

1005. DESTROYER TRIALS, May 18, 1917 - Nov. 29, 1928. Results of trial runs with notes on defective steam and electrical machinery. Filed numerically. (Never.) 9 x 11½ folders, 2 ft., in drawer of wooden filing case. Dirty. Storeroom, 3d floor. (111)

1006. DESTROYERS 161 to 170, Aug. 4, 1917 - July 7, 1920. Correspondence on machinery, piping, wiring and water system installations. Filed numerically. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. SW. 3d floor. (15)

1007. DESTROYERS, 251 to 295, Dec. 2, 1917 - July 3, 1920. Correspondence on machinery installations with purchase orders included. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 ft. 9 in., in 3 drawers of wooden filing case. W. end, 3d floor. (11)

1008. SCOUT CRUISERS, RALEIGH AND DETROIT, June 5, 1919 - Jan. 6, 1930. Correspondence on sizes, types and arrangements of boilers, meters and thermometers. Filed numerically. (Never.) 9 x 12 folders, 6 ft., in 3 drawers of wooden filing case. W. end, 3d floor. (14)

1009. DESTROYER DELIVERIES, Sept. 23, 1919 - Feb. 28, 1920. Pertinent correspondence on delivery of destroyers to assigned bases. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. W. end, 3d floor. (13)

1010. AIRPLANE CARRIER, C.V.2, LEXINGTON, Nov. 6, 1922 - Nov. 9, 1929. Correspondence concerning boilers, water supply, control gear and wiring. Filed numerically. (Rarely, official.) 9 x 12 folders, 10 in., in 5 wooden drawers. W. end, 3d floor. (12)

1011. VESSEL MACHINERY DATA, May 17 - June 6, 1925. Normal steam power, back pressure, temperature, condition of bearings and speed developed by machines. Arranged numerically. (Rarely, official.) 8 x 10½ vols., 1 in., on wooden cabinet. 3d floor. (22)

1012. DAILY WEIGHT REPORTS, Sept. 9, 1926 - Feb. 7, 1936. Weight reports; name of ship, name and weight of part, material, compartment group, frame and total weight. Filed by subject. (Daily, official.) 9 x 11½ folders, 2 ft. 6 in., in 4 drawers of metal filing case. E. end, 3d floor. (172)

1013. RECORDS OF MACHINERY, Mar. 2 - Oct. 30, 1928. Records of turbines, generators, condensers, feed water heaters and oil pumps installed in naval vessels. Filed chronologically. (Rarely, official.) 3 x 5 cards, 6 in., in drawer of metal card cabinet. E. end, 3d floor. (107)

1014. RECORDS OF MATERIALS RECEIVED FROM VENDORS FOR THE U.S.S. FARRAGUT, July 24, 1932 - Apr. 28, 1934. Records of material purchased from independent contractors. (Rarely, official.) 9 x 12 folders, 5½ in., on shelf of wooden cabinet. 3d floor. (17)

1015. RECORDS OF MATERIAL USED IN THE CONSTRUCTION OF U.S.S. DEWEY, Aug. 31, 1932 - Dec. 26, 1933. Lists of construction materials: name of vendor, quantity, weight, description of materials and date received. Filed chronologically. (Rarely, official.) 9 x 11½ folders, 1 in., on enclosed wooden shelf. E. end, 3d floor. (142)

1016. REPORTS ON U.S.S. QUINCY, Oct. 16, 1933 - Dec. 4, 1935. Reports on materials used in construction: weight, description of stock, price per unit and total price. Filed chronologically. (Monthly, official.) 9 x 11½ folders, 1 ft. 5 in., in drawer of wooden filing case. E. end, 3d floor. (164)

1017. BLUEPRINTS OF DESTROYER LEADERS U.S.S. PHELPS, CLARK, MOFFETT, AND BALCH, Oct. 27, 1933 - July 16, 1936. Blueprints of auxiliary machinery: boilers, turbines, draft blowers, heating equipment, steam sirens; also plans for arrangement of equipment. Filed according to the United States Navy Filing Manual. (Daily, official.) 10 x 42 folded blueprints, 3 ft. 5 in., in wooden cabinet. SE. 3d floor. (188)

1018. REPORTS ON U.S.S. VINCENNES, Jan. 3, 1934 - July 15, 1936. Reports on construction materials: weight, description of stock, price per unit and total weight. Filed chronologically. (Daily, official.) 9 x 11½ folders, 1 ft. 9 in., in drawer of wooden filing case. E. end, 3d floor. (88)

1019. RECORDS OF TURBINES, Jan. 30, 1934 - July 14, 1936. Record of materials and equipment used in assembling turbines. Filed by subject. (Daily, official.) 8 x 10½ vols., 1 in., on desk. E. end, 3d floor. (50)

1020. RECORDS OF MACHINE TESTS, Feb. 16, 1934 - July 14, 1936. Reports of tests on boilers, generators, pumps, filters, pipes, and comparisons made with specifications. Filed alphabetically. (Daily, official.) 8 x 10½ vols., 1 in., on desk. SE. end, 3d floor. (2)

1021. RECORD OF WEIGHTS, Mar. 30, 1934 - Feb. 18, 1936. Weight records of equipment installed in fire, motor and compressor rooms. Filed numerically. (Monthly, official.) 5 x 8 cards, 6 ft., in 6 drawers of wooden card cabinet. E. end, 3d floor. (235)

1022. REPORTS ON U.S.S. BALCH, Apr. 13, 1934 - June 29, 1936. Lists of material used in construction: name of vendor; weight and description of machinery, inspectors' tests and reports. Filed chronologically. (Monthly, official.) 9 x 11½ folders, 1 ft. 3 in., in drawer of wooden filing case. E. end, 3d floor. (16)

1023. REPORTS ON U.S.S. MOFFETT, Apr. 13, 1934 - June 29, 1936. Reports on materials used in construction: name of vendor; description and weight of material, results of tests and inspections. Filed chronologically. (Monthly, official.) 9 x 11½ folders, 1 ft. 5 in., in drawer of wooden filing case. E. end, 3d floor. (64)

1024. RESUBMISSIONS FOR FINAL INSPECTIONS OF MACHINERY, Aug. 8, 1934 - Nov. 1, 1935. Reports of tests submitted to General Electric Company for final check against specifications. (Daily, official.) 8½ x 11 loose-leaf books, 1ft., in wooden cabinet. 3d floor. (92)

1025. MACHINERY TESTINGS, Aug. 24, 1934 - Sept. 26, 1935. Reports showing the results obtained by hydrostatic, shell and heat tests. (Rarely, official.) 8 x 10½ vol., 1 in., in wooden cabinet. 3d floor. (93)

1026. RECORDS OF MACHINERY ON CRUISER VINCENNES, Nov. 1, 1934 - July 14, 1936. Descriptions of machinery, weight of machine, type of construction and kind of metal. Filed alphabetically. (Daily, official.) 10 x 11½ loose-leaf books, 3 in., on desk. S. end, 3d floor. (46)

1027. INDUCTION MOTOR TEST RECORDS, Nov. 20, 1934 - Apr. 30, 1936. Reports of motor tests; type of motor, rated horsepower and use. Arranged chronologically. (Daily, official.) 8 x 10¼ loose papers, 1 ft., in wooden cabinet. S. end, 3d floor. (5)

1028. BLUEPRINT PLANS FOR DESTROYERS U.S.S. MAURY, McCALL, CRAVEN, AND GRIDLEY, Feb. 2, 1935 - July 16, 1936. Blueprints for boilers and piping; arrangement of machinery and turbines. Filed according to

the United States Navy Filing Manual. (Daily, official.) 6 x 10 folded blueprints, 4 ft. 2 in., in wooden cabinet. SE. 3d floor. (239)

1029. U.S.S. BALCH, REMARK BOOK, Mar. 19, 1935 - July 15, 1936. Notes on turbines, motors and cylinders; dynamic balance shaft, balance location and magnitude of corrective weights; pressure and generator tests; also diagrams of propeller blades and tip clearances. Filed by subject. (Weekly, official.) 10 x 11 loose-leaf books, 2 in., in metal cabinet. E. end, 3d floor. (90)

1030. U.S.S. MOFFETT, REMARK BOOK, May 6, 1935 - July 15, 1936. Notes on drawings of dynamic shaft, dynamic propeller, cylinder balance, turbines, motors, tests of generators, pressures and tip clearances. Filed by subject. (Weekly, official.) 10 x 11 loose-leaf books, 2 in., in metal cabinet. E. end, 3d floor. (89)

1031. MANUFACTURERS'BLUEPRINT PLANS OF U.S.S. WASP, AIRPLANE CARRIER, Dec. 18, 1935 - July 16, 1936. Contractors' blueprints of auxiliary machinery: Diesel engines, turbines, feed pumps; also air distributor assemblies, valve controls, oil and water lines. Filed according to the United States Navy Filing Manual. (Rarely, official.) 10 x 42 folded blueprints, 1 ft. 5½ in., in cabinet. SE. 3d floor. (224)

1032. BLUEPRINTS OF THE U.S.S. WASP, AIRPLANE CARRIER, Jan. 2 - July 16, 1936. Blueprints of auxiliary machinery: turbines, Diesel engines, boilers and heating equipment; also condensers, tube sheets, pistons, bridge gauges and gears. Filed according to the United States Filing Manual. (Daily, official.) 10 x 42 folded blueprints, 1 ft. 1 in., in cabinet. SE. 3d floor. (210)

1033. TEST REPORTS, Jan. 2 - July 22, 1936. Reports of tests on electrical systems, government seal of satisfaction, name of chief officer and inspector. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 8 in., on file board on desk. R. 5. (33)

Supplies

1034. REPORT OF MATERIALS RECEIVED, Jan. 23, 1926 to date. Lists of stock for various ships: name of vessel, manifest number, amount of invoice, weight and description of material. Filed chronologically. (Daily, official.) 8 x 14 loose sheets, 3 in., in wooden drawer. E. end, 3d floor. (165)

1035. NOTIFICATION AND MANIFESTS OF MATERIAL, Mar. 22, 1934 to date. Manifests of materials received: number of purchase order, account , job; quantity, weight, description of material; name of vendor and receiving clerk. Filed chronologically. (Daily, official.) 7 x 8 loose sheets, 2 ft. 1 in., on 9 filing boards on wooden cabinet. SW. 3d floor. (106)

1036. FOUNDRY MANIFESTS, June 11, 1934 - Dec. 18, 1935. Manifests from Bethlehem Shipbuilding Corporation showing types of machinery

and names of parts shipped to or from the foundry. (Weekly, official.) 9 x 12 folders, 3 in., on shelf of wooden cabinet. 3d floor. (25)

1037. NOTIFICATION AND MANIFESTS OF MATERIAL, May 10, 1934 to date. Notifications and manifests of consignments of materials for naval construction shipped to or from the Yard. These records indicate the method of shipping and show the names of the vendors, the purchase numbers, quantities, weights, and descriptions of equipment or material shipped; and also the signatures and seals of shipping and receiving clerks and government inspectors of naval material. Filed chronologically. (Daily, official.) 6 x 8 sheets, 2 ft. 4 in., in 3 drawers of metal filing case. E. end, 3d floor. (108)

1038. NOTIFICATION AND MANIFESTS OF MATERIAL, Jan. 2, 1935 to date. Notifications and manifests of consignments of materials for naval construction shipped to or from the Yard. These records indicate the method of shipping and show the names of the vendors, the purchase numbers, quantities, weights, and descriptions of equipment or material shipped; and also the signatures and seals of shipping and receiving clerks and government inspectors of naval material. Filed chronologically. (Daily, official.) 6 x 8 sheets, 3 ft. 4 in., on file board on desk. R. 5. (81)

1039. NOTIFICATION AND MANIFESTS OF GOVERNMENT FURNISHED MATERIALS, Jan. 11, 1935 to date. Notifications and manifests of consignments of materials for naval construction shipped to or from the Yard. These records indicate the method of shipping and show the names of the vendors, the purchase numbers, quantities, weights, and descriptions of equipment or material shipped; and also the signatures and seals of shipping and receiving clerks and government inspectors of naval material. Filed chronologically. (Daily, official.) 7 x 8 loose sheets, 4 in., on desk. R. 5. (32)

1040. MISCELLANEOUS REPORTS, Jan. 16, 1935 to date. Reports on hulls and machinery; including specifications and weights. Filed alphabetically. (Daily, official.) 9 x 11½ folders, 6 in., in metal drawer. E. end, ed floor. (91)

1041. REPORTS OF MATERIALS SHIPPED, RECEIVED, June 1, 1935 to date. Materials received for use in shipbuilding. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 1 ft. 2 in., on filing board on desk. R. 5. (28)

1042. NOTIFICATION AND INWARD MATERIALS, Nov. 5, 1935 to date. Manifests of materials received: purchase order, account and job number; type, weight of goods and date received. Filed chronologically. (Daily, official.) 7 x 8 loose sheets, 9 in., in wooden drawer. SE. 3d floor. (6)

1043. RECORDS OF FOUNDRY MATERIALS, Jan. 2, 1936 to date. Show quantities, weights, descriptions. Filed chronologically. (Daily, official.) 9 x 10½ loose sheets, 3 in., on filing board on desk. 3d floor. (20)

INSPECTOR OF NAVAL ORDNANCE
Administration Bldg., Fore River Shipyard

The office of the Inspector of Naval Ordnance was established at the Fore River Plant of the Bethlehem Steel Corporation in 1900. It was located in the old Inspectors' Building until 1921. Space was taken in the New Administration Building in 1931. For further details, see Quincy, Chief Accountant. The records of this office (mostly concerned with armament and fire control) are well preserved and in proper containers.

1044. MISCELLANEOUS ORDNANCE CORRESPONDENCE AND REPORTS, May 3, 1919 to date. Reports and correspondence on: appropriations, salaries, civil service, retirements, assignments to ships, and other matters, some confidential. Filed by subject. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 3. (455)

1045. MISCELLANEOUS MAIL REPORTS OF NEW HAVEN OFFICE, Dec. 18, 1921 - Mar. 19, 1926. Correspondence and contracts of discontinued New Haven Ordnance Office transferred to this plant in 1922. Entered chronologically. (Never.) 8½ x 14 vols. (2), 1½ in., on wooden cabinet. W. end, vault. (408)

1046. TEST MEMORANDA OF U.S.S. SARATOGA, June 18, 1922 - Apr. 17, 1933. Reports of tests on catapult machine, arresting gear and hydraulic piping: show dates and descriptions of tests. Filed numerically. (Occasionally, official.) 11½ x 15 envelopes, 3 in., on wooden shelf. W. end, vault, 1st floor. (478)

1047. ORDNANCE ALLOWANCES FOR U.S.S. NORTHAMPTON, Feb. 15, 1928 - Apr. 16, 1930. Reports and correspondence on ship's ordnance: torpedo tube battery, catapult guns, landing guns, projectile hoists, spare parts, tools and infantry equipment. Arranged alphabetically. (Rarely, official.) 9½ x 11½ loose-leaf books, 1½ in., on wooden shelf. W. end, vault. (480)

1048. ORDNANCE CORRESPONDENCE OF U.S.S. PORTLAND, Sept. 27, 1929 - Oct. 18, 1933. Reports and correspondence on ship's ordnance: gas and smoke apparatus, torpedo tubes, torpedo battery control, launching gear, mines and depth charges. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9½ x 12 folders, 2 ft., in drawer of wooden transfer case. W. end, vault. (481)

1049. INCOMING ORDNANCE MAIL, July 1, 1930 to date. Incoming mail log showing subjects of communications, etc. Entered alphabetically. (Daily, official.) 8½ x 14 vols., 2 in., on metal shelf. R. 3. (153)

1050. RECORD OF ORDNANCE OUTGOING MAIL, July 1, 1930 to date. Outgoing mail log showing date, ordnance file number, addressee and subject matter. Entered chronologically. (Daily, official.) 9 x 14 vols., 3 in., in drawer of metal filing case. R. 3. (217)

1051. U.S.S. FARRAGUT ORDNANCE CORRESPONDENCE, Apr. 27, 1932 - Aug. 25 1935. Correspondence on torpedo and ammunition handling, loading and stowage, ammunition hoists, and other data on mechanical details of ordnance. Filed according to the United States Navy Filing Manual. (Rarely, official.) 9½ x 12 folders, 1 ft. 2 in., in drawer of wooden transfer case. W. end, vault. (411)

1052. BLUEPRINTS OF U.S.S. QUINCY AND VINCENNES, May 26, 1932 to date. Blueprints of range finder stands, periscopes, hydraulic speed gear, rammers and fire control equipment. Filed by subject. (Daily, official.) 26 x 38 blueprints, 6 ft. 3 in., in 9 drawers of wooden case. R. 3. (167)

1053. ORDNANCE ALLOWANCES FOR U.S.S. QUINCY, Feb. 16, 1933 - Aug. 31, 1935. Reports and correspondence on gun mounts, catapult gun, small arms, optical and line control, hydraulic speed gear, accessories, supplies, tools and specifications. Arranged alphabetically. (Weekly, official.) 9½ x 11½ loose-leaf books, 1½ in., in drawer of wooden cabinet. R. 3. (70)

1054. ORDNANCE BLUEPRINTS OF U.S.S. DESTROYERS, PHELPS, CLARK, MOFFETT AND BALCH, Mar. 2, 1933 to date. Blueprints of gun mounts, training gear, projectile hoists and deck lugs. Filed by subject. (Daily, official.) 24 x 36 blueprints, 1 ft. 6 in., in 6 drawers of wooden cabinet. R. 3. (47)

1055. RECORDS AND REPORTS ON U.S.S. QUINCY, Mar. 22, 1933 to date. Reports and correspondence on ammunition handling and stowage; field, machine and anti-air craft guns; torpedoes and turrets with results of trials. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 12 folders, 3 ft. 1 in., in 2 drawers of metal filing case. R. 3. (200)

1056. LISTS OF MATERIALS ON U.S.S. QUINCY AND VINCENNES, Mar. 22, 1933 - July 30, 1936. Manifests of materials used in constructing turrets gas ejectors and batteries. Filed by subject. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of metal cabinet. R. 3. (69)

1057. REPORTS AND RECORDS OF U.S.S. VINCENNES, Mar. 22, 1933 - Aug. 3, 1936. Reports and correspondence on tests, delivery of ordnance equipment armor, fire control and purchase orders. Filed according to the United States Navy Filing Manual. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 3. (462)

1058. MISCELLANEOUS ORDNANCE CORRESPONDENCE, Aug. 3, 1933 to date. Correspondence on ordnance outfitting of U.S.S. Phelps, Clark, Moffett, Balch, Gridley, and Craven; material contracts included. Filed according to the United States Navy Filing Manual. (Daily, official.) 9½ x 12 folders, 1 ft. 10 in., in 2 drawers of metal filing case. R. 3. (174)

1059. ORDNANCE BLUEPRINTS OF U.S.S. VINCENNES, Oct. 30, 1933 - Mar. 8, 1935. Blueprints of electric log, buzzer, telephone, bell, gun firing

and cease firing systems; and battery control. Filed chronologically. (Occasionally, official.) 9 x 27 folded blueprints, 1 ft. 3 in., on wooden shelf. W. end, vault, 1st floor. (514)

1060. ORDNANCE ALLOWANCES FOR U.S.S. VINCENNES, May 18, 1934 - Sept. 20, 1935. Reports and correspondence on gun mounts, catapult guns, small arms, hydraulic speed gear, optical and line control, accessories, supplies, tools and specifications. Arranged alphabetically. (Weekly, official.) 10 x 11½ loose-leaf books, 1 in., in drawer of wooden cabinet. R. 3. (482)

1061. ORDNANCE BLUEPRINTS OF U.S.S. MUDGY, MCCALL, GRIDLEY, AND CRAVEN, Feb. 2, 1935 - Mar. 16, 1936. Blueprints of torpedo control, main battery salvo, buzzer, telephone and bell systems; plans of gyro compasses; reckoning system; leads at torpedo mounts; and gun firing systems. Filed chronologically. (Occasionally, official.) 9 x 27 folded blueprints, 5 in., on top of wooden cabinet. W. end, vault, 1st floor. (445)

1062. SPARE PART LISTS, Apr. 29, 1935 - Apr. 30, 1936. Lists of parts for flight signals, gyro indicators, and ship's course recorders. Filed by subject. (Daily, official.) 8 x 10 loose sheets, 8 in., on desk. W. end, 3d floor. (173)

1063. MATERIALS LISTED AS USED ON U.S.S. GRIDLEY AND CRAVEN, July 16, 1935 - July 30, 1936. Lists of installed ordnance: torpedoes, torch pots, gun equipment, training gear, firing system, hydraulic controls and loading machinery. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of metal cabinet. R. 3. (183)

1064. ORDNANCE PLANS OF U.S.S. WASP, Oct. 21, 1935 - Aug. 3, 1936. Correspondence on delivery, allowance lists, inspections and tests of ordnance material. Filed chronologically. (Daily, official.) 9½ x 12 folders, 2 in., in drawer of metal filing case. R. 3. (479)

1065. RECORD OF MATERIALS USED IN U.S.S. WASP, Jan. 15 - July 30, 1936. Card record of gun mounts, ammunition holders, bomb racks, smoke screen tanks, remote controls and cables. Filed by subject. (Daily, official.) 3 x 5 cards, 5 in., in drawer of metal cabinet. R. 3. (178)

1066. ORDNANCE BLUEPRINTS OF U.S.S. WASP, Jan. 15 - July 30, 1936. Ordnance blueprints for gun mounts, cannons, machine guns, turrets and deck lugs. Filed by subject. (Daily, official.) 24 x 36 blueprints, 3 in., in drawer of wooden filing case. R. 3. (198)

1067. SPARE PARTS LISTS FOR RANGE KEEPER, Apr. 26 - Apr. 30, 1936. Manifest of spare parts; name of ship, name and number of part, ordnance number, unit and total price. Filed chronologically. (Occasionally, official.) 8½ x 10½ blueprint sheets, 11 in., on wooden shelf. W. end, vault, 1st floor. (481)

INSPECTOR OF SHIP CONSTRUCTION
Administration Bldg., Fore River Shipyard

The office of the Inspector of Ship Construction was established at the Fore River Plant of the Bethlehem Steel Corporation in 1900. This office, together with other naval inspectors, was located in the old Inspectors' Building until 1921. Then it was moved to temporary quarters where it remained until 1931 when space was taken in the new Administration Building. Suboffices have been maintained in the Steel Mill, in the shipbuilding yard, since 1914. For further details, see Quincy, Chief Accountant. For the most part, the archives consist of records and blueprints on design, construction, repair and fitting-out of naval vessels.

Administration

Blueprints

1068. BLUEPRINT INDEX CARDS, May 5, 1908 to date. Index to all blueprints of government ships built or being built at this plant, showing names of ships, names of parts, office numbers, dates of blueprints, draftsmen's names, etc. Filed numerically and by subject. (Daily, official.) 3 x 5 cards, 39 ft., in 36 drawers of wooden card cabinets. R. 7. (236)

1069. TENTATIVE SPECIFICATIONS, Mar. 1, 1917 - Feb. 20, 1936. Records of equipment specifications for corrosion resisting steel, aluminum, brass, iron pipes, valves, tanks, gasoline stowage, electric motors, etc. Filed numerically and by subject. (Weekly, official.) 8 x 10½ folders, 1 ft. 9 in., in drawer of metal filing case. R. 7. (414)

1070. STANDARD BLUEPRINT PLANS, Oct. 26, 1920 to date. Blueprints of standard equipment for all ships. Included are drawings of holds, fire rooms, bulkheads, swinging doors, deck pads, detaching gears, chain stoppers, armor bolts, lockers, valves, etc. Arranged alphabetically. (Daily, official.) 8 x 14 loose-leaf books, 5 in., on cabinet. R. 7. (376)

1071. MISCELLANEOUS BLUEPRINTS, July 1, 1921 to date. Blueprints of various ships built at this yard, including plans for electrical auxiliaries, fire control stations, gasoline storage, salt water circulating pumps, steering gear, guns, etc. Filed by subjects. (Weekly, official.) 14 x 27 rolled blueprints, 6 ft., on 12 wooden shelves. Vault 2. (434)

1072. RECORD CARDS OF ACTION BLUEPRINTS, Aug. 12, 1929 to date. Reports on blueprints returned for correction and now approved, giving names of plans, names of ships, contractors' numbers, names of examiners, instructions for corrections, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 18 ft. 9 in., in 15 wooden boxes. R. 7. (401)

1073. BLUEPRINT SETUP FOR TESTING THERMO TANKS AND TERMINAL HEATERS, Mar. 13, 1933 to date. Blueprints of sections of destroyers where apparatus is to be installed. (Daily, official.) 8 x 10½ loose blueprints, 3 in., in drawer of wooden filing case. R. 7. (438)

1074. INSTALLATION BLUEPRINTS, Mar. 22, 1933 to date. Blueprints of galley machinery to be installed in naval vessels, such as vegetable peelers, sewing machines, laundry washing machines, fresh water pumps, etc. Filed by subject. (Daily, official.) 10 x 15 envelopes, 6 in., in drawer of wooden filing case. W. end, vault, 1st floor. (368)

1075. BLUEPRINTS OF DESTROYERS, Aug. 24, 1933 to date. Blueprints of specified equipment such as: keels, bridges, platform arrangements, lamp rooms, drainage systems, storage, towing gear, doors, etc., for destroyers now being constructed in New York and by the New York Shipbuilding Co. Filed numerically and by subject. (Daily, official.) 10 x 30 folded blueprints, 17 ft. 6 in., in 34 blueprint pockets. R. 7. (415)

1076. BLUEPRINTS OF HULLS, Oct. 7, 1935 to date. Blueprints for hull construction including complete descriptions of materials to be used. Each construction department, blacksmiths', welders', carpenters', etc., is indicated as well as the quantities, descriptions, weights, sizes, approvals, etc., of materials. Arranged numerically. (Daily, official.) 10 x 14 loose-leaf books, 1 ft. 2 in., on desk. R. 7. (364)

1077. REFERENCE BLUEPRINTS, no dates. Blueprints used for reference in planning elevators, hoists, cranes, storerooms, tanks, ammunition handling, bulkheads, fire controls, steering gear, telephones, etc. Filed numerically and by subjects. (Daily, official.) 12 x 30 pockets and rolled blueprints, 8 ft. 2 in., in 36 blueprint pockets. R. 7. (463)

Correspondence and Reports

1078. OLD GENERAL CORRESPONDENCE, May 2, 1916 - June 17, 1925. Correspondence with Navy Department, manufacturers, contractors and others concerning the construction of hulls for destroyers, cruisers, etc. Filed numerically. (Never.) 9½ x 12 folders, 21 ft. 4 in., in 11 drawers of metal filing cases. Vault, 1st floor. (402)

1079. RECORD OF INCOMING AND OUTGOING LETTERS, Jan. 2, 1925 to date. Records of all correspondence to and from this office giving: dates sent or received, from whom and to whom, and subject matters. Entered chronologically. (Older records, never; current records, daily; official. 9 x 12 folders, 8½ x 14 vols., 3 ft. 1 in., in drawer of metal filing case and on desk. R. 7 and vault, 1st floor. (403, 375, 400)

1080. RECORDS OF CONSTRUCTION AND REPAIR SUPERVISION, July 6, 1925 to date. Card index of all construction and repair work on hulls, decks, hatches, winches, masts, rudders; ammunition, armor, airplane and parachute equipment, etc. Filed numerically. Indexed. (Daily, official.)

3 x 5 cards, 3 ft. 7 in., in drawer of metal card cabinet. R. 7. (439)

1081. GENERAL CORRESPONDENCE, Sept. 18, 1925 to date. Correspondence and reports concerning all matters handled by the Construction and Repair Department, including records of supplies, travel claims, overtime requests, inspections of ship construction, etc. Filed numerically. (Daily, official.) 9 x 11½ folders, 16 ft., in 8 drawers of metal filing case. R. 7. (396)

1082. GENERAL SPECIFICATIONS CORRESPONDENCE, Dec. 31, 1929 to date. Correspondence concerning specifications for insulation, cork cement, rivets, plates, welding, etc. Included is data on changes of plans, equipment tests, launchings, trial trips, protection of zinc and steel from corrosion, etc. Filed numerically. (Daily, official.) 9 x 11½ folders, 8 ft., in 4 drawers of metal filing case. Torn. R. 7. (476)

Miscellaneous Records of Shipbuilding

1083. RECORD OF SHIPS WEIGHTS, July 1925 - Mar. 1933. Weight records of miscellaneous articles furnished by the government but not included in the regular weight layouts, showing type of article, its use and location on ship, etc.; includes musical instruments, mail bags, linens, boat clothes, ice cream freezers, butter slicing machines, and sewing machines. (Never.) 11 x 16½ loose sheets, 5 in., on wooden shelf. Vault, 1st floor. (448)

1084. CONTRACT PLANS, Oct. 24, 1932 - Feb. 1, 1933. Plans of light cruisers, submitted by various contractors, giving a description of main bridge, turret elevations, hatches, doors, framings, light equipment, etc. Arranged by subject. (Rarely, official.) 17 x 23 loose-leaf books, 2 in., on wooden shelf. Vault 2, 1st floor. (391)

1085. DETAIL OF CALCULATED WEIGHTS, Mar. 22, 1933 to date. Records giving names of vessels, dimensions of materials used, weight of each unit, total weight of each section; pertaining to decks, frames, boiler rooms, etc. Arranged by subjects. (Daily, official.) 12 x 16 loose-leaf books, 2 ft. 7 in., on top of desk. R. 7. (384)

1086. GENERAL WEIGHT DATA OF SHIPS UNDER CONSTRUCTION, Mar. 22, 1933 to date. Data on all ships built at this yard, showing weight of turbines, boilers, motors, heaters, keels, plating, stanchions, and windlasses, dates received, names of receiving clerks, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of wooden filing case. R. 7. (465)

1087. DAILY WEIGHT REPORTS OF DESTROYER LEADERS, May 10, 1934 to date. Records listing names of ships, compartments under inspection, the types of materials being weighed, total weights, etc. Arranged chronologically. (Daily, official.) 8 x 12 loose-leaf books, 10 in., on top of metal cabinet. R. 7. (466)

1088. COMPARTMENT TESTS, Sept. 17, 1934 to date. Records of tests

performed on compartments, giving names of compartments, official specifications, inspector's name, whether approved, date of approval, etc. Filed by subject. (Weekly, official.) 3 x 7 loose sheets, 1 ft. 6 in., in 2 wooden boxes. R. 7. (390)

1089. LEADER AND DESTROYER TESTS, Jan. 3, 1935 to date. Records of motor tests, giving names of manufacturers, weights, resistances, phase balances, impedances, insulation resistances, actual and required efficiencies, etc., of motors. Filed numerically. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of metal filing case. R. 7. (378)

1090. CRUISER TESTS, Mar. 8, 1935 to date. Records of routine tests performed on steering gear motors, giving names of ships, test numbers, sizes and weights of motors, types of switches, names of manufacturers, etc. Filed chronologically. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of metal filing case. R. 7. (419)

1091. RECORD OF SHIP WEIGHTS, June 27, 1935 to date. Record of tests of all material used in the construction of decks, bulkheads, ventilation systems, hoists, hatches, doors, etc., and showing location, number of pieces, dimensions, calculated weights and finished weights of material, and date reported to the government. Arranged by subjects. (Daily, official.) 12 x 18 loose-leaf books, 2 ft. 2 in., in metal safe. R. 7. (431)

1092. TRIAL BOARD REPORTS, Nov. 8, 1935 to date. Reports on tests performed on vessels built for the government, showing names of ships, commanders, crews, dates of trials, speeds attained, etc. Filed by subject. (Monthly, official.) 8 x 11½ folders, 2 ft., in drawer of metal filing case. R. 7. (389)

1093. WEIGHT COMPARISONS OF SHIP MATERIAL, Mar. 21, 1936 to date. Records of comparisons of actual weight of materials with official specifications, giving official numbers, contractors' numbers, descriptions of materials, calculated and returned weights, etc. Arranged chronologically. (Monthly, official.) 12 x 14 loose-leaf books, 1 ft. 3 in., on top of table. R. 7. (424)

Personnel

1094. RECORDS OF OFFICE PERSONNEL, Apr. 2, 1921 to date. Card index of employees giving: name, address, telephone number, civil service rating, etc. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 7 in., in drawer of metal card cabinet. R. 7. (469)

Shipbuilding Reports, Correspondence, Etc.

1095. DETAILED FINISHED WEIGHTS OF U.S.S. NEW JERSEY, Oct. 3, 1902 - Feb. 18, 1906. Date concerning items installed or constructed, showing type, weight and location of materials used; air compressors, evaporators, distilling piping, sound signaling apparatus, etc. Arranged alphabetically. (Never.) 8 x 13 loose-leaf folder, 2 in., on wooden shelf. Vault. (461)

1096. DETAIL FINISHED WEIGHTS OF U.S.S. RHODE ISLAND, Oct. 3, 1902 - Feb. 18, 1906. Records showing types of materials and equipment used in construction of power pumps, heating apparatus, internal combustion engines, and mooring appliances, and giving weight, location on the ship, etc. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 2 in., on wooden shelf. Vault. (468)

1097. DETAIL FINISHED WEIGHTS OF U.S.S. VERMONT, Aug. 13, 1904 - Mar. 20, 1907. Weight records giving types, weights, etc. of materials used in constructing this ship and the location of bulkheads, water-ballast systems, auxiliary turbines, boilers, air compressing equipment, and turret fittings. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 3 in., on wooden shelf. Vault. (442)

1098. DETAIL OF FINISHED WEIGHTS OF U.S.S. BIRMINGHAM, Jan. 12, 1907 - Nov. 1, 1908. Weight records of machinery and equipment showing type of material used, weight and location of each item, total of all items, etc. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 2 in., on wooden shelf. Vault 2, 1st floor. (369)

1099. DETAIL OF FINISHED WEIGHTS OF U.S.S. SALEM, Jan. 30, 1907 - Jan. 13, 1909. Weight records of all materials and machinery installed in or constructed on this ship, showing types, weights, and locations on the ship. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 1½ in., on wooden shelf. Vault 2, 1st floor. (441)

1100. DETAIL FINISHED WEIGHTS OF U.S.S. NORTH DAKOTA, Oct. 14, 1907 - Dec. 5, 1911. Records showing types, weights, locations, etc., of materials used, pertaining to bulkheads, water-ballast systems, torpedo tubes, launching gear, vertical rudders, etc. Arranged alphabetically. (Never.) 8 x 13 loose-leaf folders, 4 in., on wooden shelf. Vault. (443)

1101. DETAIL OF FINISHED WEIGHTS, U.S.S. WALK, Apr. 21, 1909 - Aug. 31, 1911. Weight records giving a description of all materials and machinery used in constructing and outfitting this ship. Filed alphabetically. (Never.) 8 x 13 loose-leaf folder, 1½ in., on wooden shelf. Vault. (371)

1102. DETAIL OF FINISHED WEIGHTS, U.S.S. PERKINS, Feb. 5, 1909 - Oct. 25, 1911. Summary records of all materials and machinery used on this ship, giving exact descriptions, weights, locations, etc., of each item. Filed alphabetically. (Never.) 8 x 13 loose-leaf folder, 1¼ in., on wooden shelf. Vault. (373)

1103. DETAIL OF FINISHED WEIGHTS OF U.S.S. STERETT, May 17, 1909 - July 5, 1911. Records of weights of all materials used in the construction of this ship, showing type, name, description, etc., of each item and its location on ship. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 1 in., on wooden shelf. Vault 2, 1st floor. (367)

1104. DETAIL OF FINISHED WEIGHTS OF U.S.S. CUSHING, Mar. 6, 1910 -

May 17, 1913. Weight records and descriptions of all materials and machinery used. Filed alphabetically. (Never.) 8 x 13 loose-leaf folder, 1 in., on wooden shelf. Vault. (482)

1105. DETAIL OF FINISHED WEIGHTS OF U.S.S. DUNCAN, May 16, 1912 - Sept. 23, 1913. Weight records containing descriptions of all machinery and equipment, including turrets, steering gear, hoists, cables, hatches, doors, stairs, heaters, fire control, water, and ventilation systems. Filed alphabetically. (Never.) 8 x 13 loose-leaf folder, 1½ in., in wooden box. Vault 2. (395)

1106. DETAIL OF FINISHED WEIGHTS, U.S.S. NEVADA, Jan. 5, 1915 - Nov. 18, 1917. Summary records of all materials and machinery used in construction, giving description, weights, etc. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 3 in., on wooden shelf. Vault. (416)

1107. DETAIL OF FINISHED WEIGHTS OF U.S.S. HENLEY, June 3, 1915 - Mar. 25, 1917. Weight records of material and equipment showing type, weights, location on ship; of propeller machinery, ammunition hoists, bulkheads, and ventilation systems. Filed alphabetically. (Never.) 8 x 13 loose-leaf folder, 1½ in., on wooden shelf. Vault. (405)

1108. DETAIL OF FINISHED WEIGHTS OF U.S.S. SAMPSON, Feb. 5, 1916 - July 27, 1917. Weight records of materials used in the construction of the U.S.S. Sampson, showing names, weights, descriptions, and locations of stock used. Filed alphabetically. (Never.) 8 x 13 loose-leaf folders, 1½ in., on wooden shelf. Vault 2, 1st floor. (393)

1109. GENERAL PLANS OF U.S.S. LEXINGTON, May 1, 1916 - Oct. 28, 1929. Blueprints for hull, decks, boilers, generators, machinery, gears, ammunition hoists, elevators, rudders, radio room, telephones, lighting and ventilating systems, etc. Originally planned as a battle cruiser, plans were altered and the vessel was made into an airplane carrier. Filed by subject. (Yearly, official.) 11 x 27 folded blueprints, 30 ft., in blueprint pockets in cabinet. Vault 2. (477)

1110. DETAIL OF FINISHED WEIGHTS OF U.S.S. BELKNAP, May 16, 1916 - Nov. 23, 1919. Weights of materials installed. Arranged alphabetically. (Never.) 8 x 13 loose-leaf folders, 2 in., on wooden shelf. Vault. (457)

1111. DETAIL OF FINISHED WEIGHTS OF U.S.S. TUCKER, July 13, 1916 - Oct. 8, 1917. Weights of materials installed. Arranged alphabetically. (Never.) 8 x 13 loose-leaf folders, 1½ in., on wooden shelf. Vault, 1st floor. (563)

1112. DETAIL FINISHED WEIGHTS OF U.S.S. PALMER, Oct. 15, 1916 - Feb. 9, 1918. Weights of materials installed such as torpedo tubes, launching gear, vertical rudders, water-ballast systems, etc. Arranged alphabetically. (Never.) 8 x 13 loose-leaf folders, 2½ in., on wooden shelf. Vault. (447)

1113. PURCHASE ORDERS OF U.S.S. LEXINGTON, June 14, 1917 - Nov. 22, 1923. Correspondence, reports, and miscellaneous data concerning orders for all items used in construction, installation, maintenance, and commissary department. Filed numerically. (Never.) 10 x 13 packages, 1 ft. 6 in., on wooden shelf. Vault 2. (432)

1114. DETAIL FINISHED WEIGHTS OF U.S.S. LITTLE, Aug. 7, 1917 - June 14, 1918. Weight records giving data on such items as bulkheads, propelling machinery, ventilation systems, hoisting and handling gear, ammunition, hatches, and doors. Filed alphabetically. (Never.) 8 x 13 loose-leaf folder, 2 in., on wooden shelf. Vault 2. (394)

1115. LIST OF PIPE FITTINGS OF U.S.S. LEXINGTON, Nov. 22, 1923 - July 28, 1927. Blueprints detailing alterations of pipe fittings and hull compartments, including a description of the construction material, type of pipes, pattern of dies, location, size, and service of pipes in the hull. Filed by subject. (Never.) 14½ x 22½ papers, 8 in., on wooden shelf. Vault. (449)

1116. DETAIL OF FINISHED WEIGHTS OF U.S.S. DETROIT, Jan. 18, 1924 - Sept. 16, 1925. Weight records of materials used in construction and equipment, showing types, weights, and location on ship. Filed alphabetically. (Never.) 8 x 11 loose-leaf folders, 2½ in., on wooden shelf. Vault 2, 1st floor. (406)

1117. DETAIL OF FINISHED WEIGHTS U.S.S. LEXINGTON, June 8, 1926 - Oct. 14, 1929. Weight records of all materials and machinery used, including data on decks, tanks, stowage, ammunition hoists, radios, etc., showing weight, type, and location of materials used. Entered by subject. (Older records, rarely; current records, weekly, official.) 8 x 12 vols., and 8 x 13 loose-leaf folders, 1 ft., on top of metal cabinet and in drawer of wooden filing case. R. 7. (418, 451)

1118. LABEL PLATES FOR STRUCTURAL DOORS IN HULL DEPARTMENT OF U.S.S. LEXINGTON, Sept. 10, 1926 - Dec. 17, 1927. Blueprints showing location of doors, size of plates, inscriptions on the plates, type of lettering, height of letters, and location of doors. Filed numerically. (Never.) 8 x 10½ loose sheets, 7 in., on wooden shelf. Vault 2, 1st floor. (471)

1119. MISCELLANEOUS CORRESPONDENCE ON U.S.S. LEXINGTON, Jan. 15, 1927 - Aug. 5, 1936. Correspondence concerning types of materials for this vessel and all phases of construction, including data on winches, chains, anchor windlasses, anchors and towing gear. Filed numerically. (Weekly, official.) 9 x 11½ folders, 2 ft., in metal drawer. R. 7. (397)

1120. U.S.S. NORTHAMPTON, June 1, 1927 - May 12, 1932. Correspondence with contractors concerning construction: refers to hull, steering gear, rudders, hatches, doors, manholes, ladders, etc. Filed by subject. (Semiannually, official.) 9 x 11½ folders, 8 ft., in 4 drawers of metal filing case. Rear vault, 1st floor. (104)

1121. HULL WEIGHT RECORDS, June 13, 1927 - May 12, 1933. Records of the weight of each item used in the construction of the hulls of the U.S.S. Northampton, Farragut, and Portland. (Never.) 11½ x 18 loose-leaf folders, 3 ft. 8 in., on 4 wooden shelves. Vault. (409)

1122. DETAIL FINISHED WEIGHTS OF U.S.S. NORTHAMPTON, Aug. 17, 1928 - Sept. 20, 1931. Records concerning types of material, weights and locations on ship, power pumps, internal combustion engines, heating apparatus, moorings, etc. Arranged alphabetically. (Never.) 8 x 13 loose-leaf folders (2), 4 in., in drawer of wooden filing case. R. 7. (377)

1123. U.S.S. PORTLAND, Aug. 4, 1929 - Oct. 6, 1935. Records of contractors' bids for decks, rudders, doors, hatches, ladders and miscellaneous equipment used in hull construction. Filed chronologically. (Semiannually, official.) 9 x 11½ folders, 14 ft., in 7 drawers of metal filing case. Rear vault, 1st floor. (130)

1124. PURCHASE ORDERS FOR U.S.S. PORTLAND AND FARRAGUT, Aug. 15, 1929 - Aug. 6, 1936. Showing names of vendors, account numbers, purchase order numbers; and correspondence pertinent to the purchase of anchor engines, turret contact clocks, turret ammunition cases, stern hooks, etc. Filed alphabetically. (Daily, official.) 7 x 9½ folders, 2 ft., in drawer of metal filing case. R. 7. (436)

1125. GENERAL INFORMATION ON HEAVY CRUISER U.S.S. PORTLAND, Nov. 7, 1929 - Feb. 5, 1933. Records on construction, including a description of all electrical and auxiliary equipment used. Filed numerically. (Weekly, confidential.) 8½ x 10 loose-leaf books, 2 in., on wooden shelf. Vault 2, 1st floor. (404)

1126. REPORT OF PHYSICAL TESTS ON U.S.S. PORTLAND, DEWEY, AND FARRAGUT, June 30, 1930 - Mar. 2, 1934. Reports of physical tests made on ships frames, angle corners, mast heads, etc., giving class of metals, elastic limits and tensile strengths, for each item. Filed chronologically. (Occasionally, official.) 10 x 15 envelopes, 2½ in., on wooden shelf. Vault 2, 1st floor. (470)

1127. U.S.S. FARRAGUT, Dec. 11, 1931 - Apr. 7, 1935. General correspondence with contractors concerning hull, deck, manhole, pump, steering gear, etc., construction. Filed chronologically. (Semiannually, official.) 9 x 11½ folders, 8 ft., in 4 drawers of metal filing case. Rear vault, 1st floor. (170)

1128. MATERIAL ORDERS FOR U.S.S. MOFFETT, BALCH, CLARK, AND PHELPS, Mar. 2, 1933 to date. Material orders on standard forms for gun turrets, bulkheads, gears, steel, aluminum, rubber and other equipment used on these vessels, also account numbers, vendors' names, etc. All pertinent correspondence is included. Filed alphabetically and by subject. (Daily, official.) 7 x 9½ folders, 1 ft. 10 in., in drawer of steel filing case. R. 7. (435)

1129. CONSTRUCTION PROGRESS OF U.S.S. QUINCY, Mar. 22, 1933 - Mar. 5, 1936. Progress records showing materials used in the construction of floors, doors, hatches, gun foundations, side armour, side plating, bulkheads, ladders, etc. Arranged chronologically. (Weekly, official.) 8 x 10½ loose leaf books, 1 ft. 8 in., on top of filing cabinet. Vault 2. (444)

1130. U.S.S. QUINCY PURCHASE ORDERS, Mar. 22, 1933 - June 11, 1936. Purchase orders showing names of articles, dates of purchases, account numbers, methods of shipment, dates shipped, inspectors' names, dates received, names of receiving clerks, names of articles, names of contractors, number of pieces, and names of shippers. Filed by subject. (Weekly, official.) 8 x 10½ folders, 9 ft. 6 in., in 5 drawers of metal filing case. R. 7. (417)

1131. BLUEPRINTS OF U.S.S. QUINCY AND VINCENNES, Mar. 22, 1933 - Aug. 7, 1936. Blueprints showing detail of equipment used, such as ventilating and flooding systems, flush hatches, discharge chutes, whaleboat stowage, boat store, towing gear, decks, operating gears, etc. Filed numerically. (Daily, official.) 10 x 30 folded blueprints, 18 ft. 2 in., in 72 blueprint pockets. R. 7. (413)

1132. STORE MANIFEST OF U.S.S. QUINCY, Mar. 22, 1933 - Aug. 11, 1936. Weight records of all materials used, giving dates delivered, descriptions of articles, number of pieces, unit weights, date keel was laid, etc. Arranged chronologically. (Daily, official.) 8 x 13 loose-leaf books, 1 ft., on top of wooden table. R. 7. (458)

1133. SUBCONTRACTORS' PLANS, Mar. 22, 1933 - Aug. 11, 1936. Blueprints submitted by contractors for steering gear, vent heaters, temperature controls, electric windlasses, ammunition scuttles, hoists, fresh water pumps, water coolers, batteries, galley ranges, etc., to be installed in the U.S.S. Quincy, Vincennes and Portland. Filed numerically. (Weekly, official.) 11½ x 16 envelopes, 6 ft., in 18 wooden blueprint pockets. R. 7. (425)

1134. MATERIAL LEDGER AND PAYMENTS FOR THE U.S.S. QUINCY, July 8, 1933 - Aug. 11, 1936. Records of materials purchased for this ship, showing type, cost per unit, total cost, percentage allowed for scrap on steel castings, brass plates, aluminum plates, welding wire, etc. Entered alphabetically. (Daily, official.) 8½ x 14 vol., 1 in., in drawer of wooden filing case. R. 7. (372)

1135. MATERIAL ORDERS FOR U.S.S. QUINCY, Aug. 3, 1933 - Aug. 6, 1936. Orders and pertinent correspondence for materials to be used in construction and outfitting of the U.S.S. Quincy, such as plates, aluminum, bearings, paints, lights, cloth, etc. Filed alphabetically. (Daily, official.) 7 x 9½ folders, 3 ft., in 2 drawers of metal filing case. R. 7. (554)

1136. RECORDS, REPORTS, AND CORRESPONDENCE ON HULLS OF DESTROYER LEADERS U.S.S. BALCH, MOFFETT, CLARK, AND PHELPS, Aug. 5, 1933 to date.

Complete records, reports and correspondence on preparation, planning and design of hulls, hull fittings, gasoline stowage, etc., also regulations, results of trials and tests. Filed numerically. (Daily, official.) 9 x 11½ folders, 7 ft. 9 in., in 4 drawers of metal filing case. R. 7. (399)

1137. CORRESPONDENCE ON THE U.S.S. QUINCY, Sept. 2, 1933 to date. Correspondence concerning contracts, purchases and delivery, of materials for cranes, hoists, pumps, hawse pipes, lighting equipment, insulations; showing dates of deliveries, total weights and prices; also information on launching, with pictures of the ship in various stages of construction. Filed by subject. (Weekly, official.) 8 x 11½ folders, 12 ft., in 6 drawers of metal filing case. R. 7. (437)

1138. TEST MEMORANDA OF U.S.S. FARRAGUT, Dec. 11, 1933 - Aug. 11, 1936. Blueprints showing detail of parts and equipment; reports describe tests performed, parts tested, date, results of tests, etc. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 7. (420)

1139. CONSTRUCTION PROGRESS OF U.S.S. PHELPS, Dec. 29, 1933 - Feb. 28, 1936. Progress records showing construction and installation of storerooms, elevators, ammunition hoists, boilers, heaters, valve operating gear, steering gear, rudders, bulkheads, telephones, radios and clocks. Arranged chronologically. (Monthly, official.) 8 x 10½ loose-leaf books, 1 ft. 2 in., on top of metal filing cabinet. Vault 2. (392)

1140. CONSTRUCTION PROGRESS OF U.S.S. CLARK, Dec. 29, 1933 - May 1, 1936. Records of materials used, pertaining to main deck, bridge, side plating, sheathing, ceilings, shafts, tubes, storerooms, hatch covers, ammunition hoists, ladders, paint, cement, linoleum, etc. Arranged chronologically. (Monthly, official.) 8 x 10½ loose-leaf books, 1 ft. 3 in., on top of metal filing cabinet. Vault 2. (474)

1141. CONSTRUCTION PROGRESS OF U.S.S. MOFFETT, Dec. 29, 1933 - Aug. 4, 1936. Records pertaining to materials used, such as electrical equipment, windlasses, motors, speed gears, fans, hull fittings, heaters, air cooling systems, manholes, hatches, doors, rails and hawse pipes. Arranged chronologically. (Monthly, official.) 9 x 10½ loose-leaf books, 1 ft. 3 in., on top of metal filing cabinet. Vault. (407)

1142. PROGRESS RECORDS OF U.S.S. VINCENNES, Dec. 29, 1933 - Aug. 4, 1936. Records showing monthly progress made on each part of the vessel under construction, including names of parts, when started, when finished and amount of work unfinished. Filed chronologically. (Weekly, official.) 8 x 10½ sheets, 1 ft. 2 in., on top of wooden cabinet. Vault 2, 1st floor. (467)

1143. CONSTRUCTION PROGRESS OF U.S.S. BALCH, Dec. 29, 1933 to date. Progress records concerning the construction or installation of hulls,

decks, elevators, shafts, tanks, condensers, guns, batteries, radios, heating and ventilating equipment, cables, etc. Arranged chronologically. (Weekly, official.) 8 x 10½ loose-leaf books, 1 ft. 6 in., on filing cabinets. W. end, vault 2. (365)

1144. MATERIAL LEDGER AND PAYMENTS FOR U.S.S. VINCENNES, Dec. 1933 - Aug. 11, 1936. Records of steel castings, brass plates, aluminum plates, welding wires, etc., used on this ship; showing weights, unit prices, total costs, and percentages allowable for scrap. Entered alphabetically. (Daily, official.) 8½ x 14 bound vol., 1 in., in drawer of wooden filing case. R. 7. (450)

1145. MATERIAL LEDGER AND PAYMENTS FOR THE BALCH, MOFFETT, AND CLARK, Dec. 1933 to date. Records listing materials such as steel castings, brass plates, aluminum plates, welding wire, etc., used for construction, showing prices, percentages allowable for scrap, etc. Entered alphabetically and by subject. (Daily, official.) 8½ x 14 vol., 1 in., in drawer of wooden filing case. R. 7. (452)

1146. U.S.S. BALCH, DAMAGE CONTROL BOOK, Jan. 2, 1934 - June 30, 1936. Methods used to control extent of possible damage on the U.S.S. Balch. Records contain information on flooding and drainage, watertight compartments, buoyancy and stability, fuel oil and compressed air systems, etc. Used for study purposes by naval machinery personnel. Entered by subject. (Daily, official.) 9 x 11 vols., 6 in., in drawer of metal filing case. R. 8. (58)

1147. BLUEPRINTS OF U.S.S. MOHAN AND CUMMINGS, Mar. 1, 1934 - Aug. 7, 1936. Blueprints showing detail of chart house, mess rooms, emergency cabin, radio room, air escapes, plating, bow framing, boat and sounding boom, fuel tanks, condensers, hawse pipe, non-slip treads, etc. Filed numerically. (Weekly, official.) 10 x 30 folded blueprints, 5 ft. 8 in., in 26 blueprint pockets. R. 7. (381)

1148. TEST MEMORANDA OF U.S.S. VINCENNES AND QUINCY, Mar. 2, 1934 - Aug. 10, 1936. Blueprint sheets giving brief descriptions of mechanical and electrical tests of arresting gear, hydraulic piping, with dates and results of tests. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of wooden filing case. R. 7. (368)

1149. BLUEPRINTS OF U.S.S. GRIDLEY AND CRAVEN, Mar. 20, 1934 - Aug. 7, 1936. Duplicate blueprints showing plans for keels, sterns, armor, sprinklers, tubes, release gear, control valves, drainage accessories, sea chests for underwater sound equipment, etc. Original prints are filed with the Navy Department in Washington. Filed numerically. (Daily, official.) 10 x 30 folded blueprints, 7 ft. 5 in., in 28 blueprint pockets. R. 7. (380)

1150. RETURNED WEIGHTS OF U.S.S. GRIDLEY. Oct. 10, 1934 - Aug. 10, 1936. Weight records of materials used in the construction of this vessel, showing the name of stock used, weight per unit, additions during the month, total weight, etc. Arranged chronologically.

(Daily, official.) 12 x 14 loose-leaf books, 10 in., on top of desk. R. 7. (385)

1151. MATERIAL LEDGER OF U.S.S. GRIDLEY, Oct. 25, 1934 - Aug. 10, 1936. Records giving a complete description of materials used, such as aluminum castings, gaskets, tubing, rivets, cables, electrical equipment, and showing dates received, quantities, total weights, etc. Arranged alphabetically. (Daily, official.) 12 x 14 loose-leaf books, 11 in., on top of desk. R. 7. (430)

1152. CONSTRUCTION PROGRESS OF U.S.S. CRAVEN, Oct. 31, 1934 - Aug. 4, 1936. Information on construction and installation of generators, boilers, decks, hoists, lighting, radio and telephone equipment, etc. Arranged chronologically. (Daily, official.) 8 x 10½ loose-leaf books, 1 ft. 3 in., on top of filing cabinet. Vault. (475)

1153. CONSTRUCTION PROGRESS OF U.S.S. GRIDLEY, Oct. 31, 1934 - Aug. 4, 1936. Records of materials used for hull, decks, boilers, generators, machinery, gears, hoists, elevators, radio room, telephones, etc. showing progress made. Arranged chronologically. (Daily, official.) 8 x 10¼ loose-leaf books, 1 ft. 8 in., on filing cabinet. Vault. (410)

1154. GENERAL CORRESPONDENCE ON DESTROYERS, Dec. 28, 1934 - Aug. 5, 1936. Correspondence concerning plans, girders, platforms, main decks, masts, damage control, insulation, painting, galvanizing, anchor handling, windlasses, ammunition, and payments for the U.S.S. Gridley, Craven, McCall, and Maury. Filed numerically. (Daily, official.) 9 x 11½ folders, 6 ft., in 3 drawers of metal filing case. R. 7. (440)

1155. PURCHASE ORDERS FOR U.S.S. GRIDLEY AND CRAVEN, Feb. 2, 1935 - Aug. 6, 1936. Showing names of vendors, account numbers, purchase order numbers, dates received, quantities and descriptions of materials, prices, methods of shipment, signatures of storekeepers, etc. Filed numerically. (Daily, official.) 7 x 9½ folders, 3 ft. 5 in., in 3 drawers of metal filing case. R. 7. (433)

1156. STORE MANIFESTS ON HULL, July 22, 1935 - Aug. 11, 1936. Reports giving name of vendor, account or job number, quantity, description, weight, date of delivery, and name of receiver of each article installed in the hull of the Gridley during construction. Arranged chronologically. (Daily, official.) 8 x 13 loose-leaf books, 6 in., on top of wooden table. R. 7. (433)

1157. STORE MANIFEST OF U.S.S. CRAVEN, July 22, 1935 - Aug. 11, 1936. Records of materials used in hull construction showing quantities, dates received, descriptions of articles, weights, account and job numbers, names of receivers, etc. Arranged chronologically. (Daily, official.) 8 x 13 loose-leaf books, 6 in., on top of wooden table. R. 7. (456)

1158. WEIGHT COMPARISONS OF U.S.S. GRIDLEY, July 25, 1935 - Aug. 12, 1936. Record of weight estimates supplied by prospective contractors.

Comparison is made with the weight of government supplied materials. The proferred materials either accepted or rejected according to the results obtained in calculating total weights. Arranged by subject. (Weekly, official.) 12 x 14 loose-leaf books, 1 ft. 4 in., on top of desk. R. 7. (428)

1159. MONTHLY PROGRESS OF U.S.S. GRIDLEY, July 26, 1935 - Aug. 1, 1936. Record of materials bought according to specifications, showing contract price of vessel, price of materials used, price per unit, weight, total weight used, etc. Arranged by subject. (Monthly, official.) 12 x 14 loose-leaf books, 1 ft. 6 in., on top of desk. R. 7. (429)

1160. STORE MANIFEST OF U.S.S. MAURY, Sept. 19, 1935 - Aug. 11, 1936. Records giving the weight and description of all materials used for this ship, pertaining to decks, superstructure, plating, etc., showing date shipped, by whom received, etc. Arranged chronologically. (Daily, official.) 8 x 13 loose-leaf books (4), 8 in., on top of wooden table. R. 7. (386)

1161. STORE MANIFEST OF U.S.S. McCALL, Sept. 19, 1935 - Aug. 11, 1936. Records giving description of all materials used for plating, decks, superstructure, etc., showing date of receipt, weight per unit, etc. Arranged chronologically. (Daily, official.) 8 x 17 loose-leaf books (2), 7 in., on top of wooden table. R. 7. (387)

1162. MONTHLY PROGRESS REPORT OF U.S.S. McCALL, Sept. 19, 1935 - Aug. 12, 1936. Progress report listing name of ship, dates of contracts, contract prices, prices of hulls and machinery, specified payments, dates of payments and deliveries, etc. Arranged chronologically. (Monthly, official.) 12 x 14 loose-leaf books, 1 ft. 2 in., on top of wooden table. R. 7. (513)

1163. PURCHASE ORDERS FOR U.S.S. MAURY AND McCALL, Oct. 1, 1935 - Aug. 6, 1936. Records of purchase orders, showing names of vendors, purchase and account numbers, dates received, quantities, prices and descriptions. Filed numerically. (Daily, official.) 7 x 9½ folders, 2 ft. 9 in., in 2 drawers of metal filing case. R. 7. (483)

1164. BILLS OF MATERIALS FOR HULLS, Oct. 3, 1935 - Aug. 6, 1936. Bills for materials in the construction of the U.S.S. Gridley, showing quantities, dimensions, etc. Arranged chronologically. (Daily, official.) 10 x 14 loose-leaf books, 2 ft. 10 in., on top of desk. R. 7. (473)

1165. CORRESPONDENCE ON THE U.S.S. WASP, Nov. 13, 1935 - Aug. 5, 1936. Correspondence concerning contracts, designs, changes, girders, framing, decks, hatches, etc. Filed numerically. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of metal filing case. R. 7. (398)

1166. MATERIAL ORDERS FOR U.S.S. WASP, Jan. 4 - Aug. 13, 1936. Orders for materials to be used in the construction and outfitting of the U.S.S. Wasp, giving names of vendors, account numbers, and related correspondence. Filed alphabetically. (Daily, official.) 7 x 9½ folders, 1 ft. 5 in., in 2 drawers of metal filing case. Vault. (459)

1167. BLUEPRINTS OF U.S.S. WASP, Jan. 24 - Aug. 8, 1936. Blueprints showing detail of plating stanchions, bulkheads, armor hatches, wiring trunks, voice tubes, tube fittings, gas system, fresh water system, flood pump control, valves, hand wheels, oil pumps, plumbing, etc. Filed numerically. (Daily, official.) 10 x 30 pockets and folded blueprints, 2 ft. 4 in., in 14 blueprint pockets. R. 7. (446)

1168. MATERIAL LEDGER OF U.S.S. McCALL, Jan. 27 - Aug. 12, 1936. Material record showing price per pound, total price, total weight, etc., of piping, sheet copper, brass, corrosion resisting steel, lumber, glass, and wire. The McCall, under construction in California, will be equipped with machinery built at this yard. Arranged chronologically. (Daily, official.) 12 x 14 loose-leaf books, 8 in., on top of wooden table. R. 7. (412)

1169. STORE MANIFESTS OF U.S.S. WASP, Apr. 1 - Aug. 11, 1936. Records of weights of materials used in the construction of the U.S.S. Wasp showing number of pieces, unit weights, descriptions, dates received, names of receiving clerks, and locations on ship. Arranged chronologically. (Daily, official.) 8 x 13 loose-leaf books, 6 in., on top of wooden table. R. 7. (382)

1170. RETURNED WEIGHTS, U.S.S. McCALL, Apr. 27 - Aug. 12, 1936. Weight records of materials used in construction, with information on keel, frame work, engine and boiler foundations, plating, deck stanchions, rudders, electrical equipment, doors, boats, welding wire, and miscellaneous supplies. Arranged chronologically. (Daily, official.) 12 x 14 loose-leaf books, 8 in., on top of wooden table. R. 7. (383)

1171. WEIGHT REPORTS OF U.S.S. WASP, May 8 - Aug. 7, 1936. Weight records of materials used in the construction of the keel, stern, deck stanchions, platforms, fresh water and artificial ventilation systems, and main batteries; also showing weights of rivets, small arms, and metal furniture. Arranged chronologically. (Weekly, official.) 12 x 14 loose-leaf books, 8 in., on top of table. R. 7. (464)

1172. PAYMENTS OF U.S.S. WASP, June 3 - July 5, 1936. Record of contract prices for this vessel listing contract dates, prices of hull and machinery, amounts of payments, total payments, delivery dates for materials, report of progress, etc. Arranged chronologically. (Monthly, official.) 12 x 14 loose-leaf books, 1 ft. 2 in., on top of table. R. 7. (460)

1173. MANUFACTURED ARTICLES FOR U.S.S. McCALL AND MAURY, June 21 - Aug. 12, 1936. Records of construction materials showing date of receipt, price per pound, total weight, and total price of aluminum plates

and pipes, brass pipes and tubing, iron castings, galvanized iron, welding wire, and rubber gaskets. These records concern the U.S.S. McCall and Maury now being constructed in California from plans and specifications drawn up at this yard. Arranged chronologically. (Daily, official.) 10 x 14 loose-leaf books, 1 ft, 1½ in., on top of wooden table. R. 7. (472)

Supplies

1174. GOVERNMENT FURNISHED MATERIALS, Aug. 15, 1929 to date. Reports on materials used in construction of government vessels showing: names of articles, quantities, catalogue numbers, job numbers, dates shipped, manufacturers' names, dates received, receivers' names, inspectors' names, etc. Filed numerically and by subject. (Daily, official.) 8 x 10½ folders, 2 ft., in drawer of metal filing case. R. 7. (388)

1175. FACTORY TEST REPORTS ON ALL UNITED STATES SHIPS, Mar. 22, 1933 to date. Reports of factory tests on all machinery used in ships built at this yard, concerning strength, durability, etc., as required by naval specifications. Filed chronologically and by subject. (Daily, official.) 9 x 11½ folders, 1 ft. 5 in., in drawer of wooden filing case. R. 7. (427)

1176. INVOICES FOR MATERIAL, June 19, 1933 to date. Invoices from the Commandant's office at the Boston Navy Yard giving dates, descriptions, quantities, unit and total prices, etc., of stock, purpose for which purchased, ship and department in which the material will be used, etc. Filed chronologically. (Monthly, official.) 8 x 10 bundles, 8 in., on metal cabinet. R. 7. (454)

1177. MATERIAL SCHEDULE FOR SHAPES, 1933 - 1936. Records showing bill numbers, dates of approval, inspection seals, amounts of materials used, including a description of materials, giving length, unit and total weight, section of ship used in, etc. Arranged chronologically. (Monthly, official.) 10 x 16 loose-leaf books, 1 ft. 2 in., on top of metal cabinet. R. 7. (453)

1178. MISCELLANEOUS MACHINERY SUPPORTS, June 4, 1934 to date. Records of metal foundation and frameworks for ship machinery installed in or constructed on vessels now being built. Filed numerically. (Daily, official.) 8 x 13 blueprint sheets, 5 in., in drawer of wooden filing case. R. 7. (374)

1179. NOTIFICATION AND MANIFEST OF MATERIALS, June 8, 1934 to date. Records of materials received, giving invoice numbers, quantities, brief descriptions, weights, names of vendors, names of receivers, dates received, etc.; one copy being retained by the Bethlehem Shipbuilding Corporation, the other sent to the inspector of the yard. Arranged chronologically. (Daily, official.) 6 x 8 loose-leaf books, 1 ft. 8 in., on desk. R. 7. (379)

1180. BILLS OF MATERIALS ON SHAPES AND RIVETS, Sept. 5, 1935 to date. Statements of material schedules for rivets giving types, numbers, lengths, widths, weights, etc., and the name of the vessels for which the purchases were made. Arranged chronologically. (Daily, official.) 10 x 16 loose-leaf books, 1 ft. 4 in., on table. R. 7. (426)

1181. BILLS OF MATERIAL FOR PLATES, Sept. 17, 1935 to date. Bills, giving hull numbers, materials used, number, lengths, widths, and gauges of plates, estimated weights, inspection numbers, dates of inspections, dates of approval, etc. Arranged chronologically. (Daily, official.) 10 x 16 loose-leaf books, 2 ft. 8 in., on wooden table. R. 7. (484)

1182. DAILY RECEIPTS AND CLASSIFICATIONS OF MATERIAL WORKED INTO SHIPS, Apr. 30, 1936 to date. Records of manifest numbers, receipts, weights, prices, and types, of plates, rivets, forgings, castings, deck coverings, pipes, valves, etc. used in construction. Arranged chronologically. (Daily, official.) 9 x 12 loose-leaf books, 6 in., on desk. R. 7. (370)

Steel Mill

Administrative Reports and Correspondence

1183. GENERAL CORRESPONDENCE, July 11, 1932 to date. Correspondence with the New York Shipbuilding Corporation concerning destroyers built at this yard. Filed chronologically. (Daily, official.) 9 x 11½ folders, 2 in., in drawer of metal filing case. 3d floor. (139)

1184. T. DEPARTMENT PROGRESS RECORDS, Nov. 7, 1934 - Jan. 2, 1935. Progress made in construction of destroyers. Retained for future use. Filed numerically. (Never.) 9½ x 12 loose sheets, 1 in., in drawer of metal filing case. 3d floor. (228)

1185. GENERAL FILES, Mar. 2, 1935 to date. General notes on airplane carriers. Filed by subject. (Daily, official.) 9 x 11½ folders, 6 in., in drawer of metal filing case. 3d floor. (179)

1186. DEPARTMENT PROGRESS RECORDS, Oct. 5, 1935 to date. Daily production records showing shop marks, mill marks, number of pieces, dimensions, weights, etc. Arranged numerically. (Daily, official.) 10 x 15 loose-leaf books, 1 ft. 4 in., in open wooden cabinet. 3d floor. (176)

Blueprints

1187. BLUEPRINTS OF U.S.S. DESTROYERS NOW UNDER CONSTRUCTION, Aug. 16, 1933 to date. Original blueprints giving details of hatches, hatch covers, raised manholes, turbines, heating systems, etc., copies on file in the main office, on ship, and with contractors. Filed chronologically. (Daily, official.) 10 x 42 folded blueprints, 4 ft. 2 in., on wooden desk. 3d floor. (185)

1188. PLANS OF DESTROYER LEADERS, Oct. 6, 1933 to date. Records of plans for deck houses, bridges, interior and exterior fittings, such as valves, hand wheels, locking devices, boat handling, towing gear, etc. Records are sent to the main office on completion of the ship. Entered numerically. (Daily, official.) 8 x 10 vol., 2 in., on wooden cabinet. 3d floor. (140)

1189. CONSTRUCTION BLUEPRINTS, Dec. 7, 1933 to date. Blueprints showing places for installation of materials and machinery; types and quantities of materials to be used in construction, etc. Revised when tests prove the location of equipment interferes with the efficient handling of the vessel. (Daily, official.) 9½ x 27½ loose papers, 4 in., on wooden desk. R. 3. (214)

1190. BLUEPRINTS OF SHIPS UNDER CONSTRUCTION, May 2, 1934 to date. Blueprints showing detail of engine rooms, sounding rooms, life boats, ammunition hoists, door openings, side plates, etc. with notation of calculated weights of each section, which are revised as necessary, when indicated by tests. Filed chronologically. (Daily, official.) 12 x 42 folded blueprints, 1 ft. 6 in., on desk. 3d floor. (78)

Instructions for Assembly

1191. WELDING SEQUENCE, Feb. 19, 1934 to date. Instructions setting forth welding procedure to be followed in assembling vertical keels, bulkheads, main decks, gun mounts, shell plates, stern posts, rudders, etc. Filed numerically and chronologically. (Daily, official.) 8 x 10½ loose sheets and 9 x 12 folders, 1 ft. 4½ in., in 3 drawers of metal filing case and on shelf of wooden cabinet. 3d floor and R. 3. (131, 229)

1192. RECORD OF DESTROYERS, May 2, 1934 to date. Card records showing the arrangements of locks, boxes, bulkheads, gun foundations, storerooms, struts, valves, towing gear, chains, ventilators, etc., on destroyers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of metal card cabinet. 3d floor. (79)

1193. DESTROYER LEADERS, Nov. 27, 1934 to date. Instructions on erection and welding sequences of hulls, foundations, decks, deck houses, stanchions, shell plating, etc. Revised in accordance with results of tests devised to show basic weaknesses in structural planning. Filed chronologically. (Daily, official.) 9 x 11½ folders, 7 in., in drawer of metal filing case. 3d floor. (191)

1194. REPORTS OF WELDING PROCEDURE AND ASSEMBLY SHEETS, Mar. 2, 1936 to date. Reports of progress in welding of hulls. Speeds of welding and assembling keels, floors between keels and longitudinal bulkheads, web frames, etc. are recorded. Filed by subject. (Daily, official.) 8 x 12 loose sheets, 1 ft. 4 in., placed on a file board. 3d floor. (31)

Personnel

1195. RECORD OF WELDERS, Oct. 14, 1934 - July 12, 1936. Card record of employees who have passed naval tests and received welders' ratings. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in drawer of metal card cabinet. 3d floor. (30)

Shipbuilding Reports, Etc.

1196. BLUEPRINTS OF U.S.S. VINCENNES AND U.S.S. QUINCY, Apr. 13, 1933 to date. Blueprints and reports on materials, work tests, etc. of all types of steel construction on the destroyers. Filed numerically. (Daily, official.) 12 x 42 folded blueprints, 6 ft. 8 in., in pockets of oak cabinet. 3d floor. (135)

1197. PLAN RECORDS OF U.S.S. QUINCY AND VINCENNES, Apr. 13, 1933 - July 16, 1936. Plans for placing of armor fire control systems, engine rooms, valves, drains, oil, water, and gasoline compartments, etc., on the U.S.S. Quincy and U.S.S. Vincennes. To be sent to the main office on completion of ship. Filed numerically. (Daily, official.) 8 x 10½ vol., 1 in., on wooden cabinet. 3d floor. (105)

1198. MEMORANDUM OF TESTS, May 23, 1933 to date. Records of tests to determine compliance with general specifications. Included are tests of drainage systems, fuel oil consumption, sounding tubes, air escapes, ammunition hoists, hatches, manholes, lighting, etc. Filed chronologically. (Daily, official.) 9 x 11½ folders, 1 ft. 8 in., in drawer of metal filing case. 3d floor. (189)

1199. U.S.S. QUINCY, CONSTRUCTION AND REPAIR, LIST OF INCOMPLETE AND UNSATISFACTORY WORK, July 10, 1933 to date. Records of incomplete or unsatisfactory work done on the U.S.S. Quincy. When the proper corrections or repairs are completed, the faulty items are crossed off the lists. Filed by subject. (Daily, official.) 8 x 10½ loose sheets, 1½ in., on filing board. R. 3. (226)

1200. GENERAL CORRESPONDENCE, Sept. 26, 1933 to date. Correspondence, blueprints, records of tests, etc., concerning construction of the U.S.S. Destroyers Farragut, Clark, Balch, Moffett, Craven, and Phelps. Filed chronologically and by subject. (Weekly, official.) 9 x 11½ folders, 1 ft. 8 in., in drawer of metal filing case. 3d floor. (76)

1201. BLUEPRINTS OF U.S.S. MOFFETT, BALCH, PHELPS AND CLERK, Oct. 6, 1933 to date. Construction blueprints showing complete plans for these ships from beginning of keel laying to touch-up work. Filed numerically. (Daily, official.) 12 x 42 folded blueprints, 5 ft. 10 in., in pockets of wooden cabinet. 3d floor. (180)

1202. U.S.S. QUINCY AND VINCENNES SHIP TEST MEMORANDUM, Jan. 2, 1934 - July 21, 1936. Records of data compiled from tests of ventilation systems, fuel oil systems, fire control systems, oil and water

separators, electric water heaters, fittings, machinery, steering gears, valves, castings, etc. 8 x 10½ numerical and alphabetical loose-leaf index, ½ in. Filed numerically. 8 x 10½ loose sheets, 4 in., on filing board in wooden cabinet. R. 3. (221)

1203. BOOKLET OF GENERAL PLANS, Mar. 23, 1934 - July 3, 1935. Blueprints showing the general outline of the four decks of the U.S.S. Quincy and Vincennes. Kept in a locked strong box with confidential matter. Arranged numerically. (Monthly, official.) 8 x 24 bound vol., 1½ in., in closed iron box. 3d floor. (168)

1204. MACHINERY REPAIRS ABOARD NAVAL VESSELS, Apr. 24, 1934 to date. Reports of repairs and adjustments on machinery and motors on naval vessels, made after tests have been shown equipment to be faulty or inefficient. Filed chronologically. (Daily, official.) 10½ x 12 vols. (2), 2 in., on wooden desk. R. 3. (223)

1205. PLANS OF VALVES OF U.S.S. CRAVEN AND GRIDLEY, May 2, 1934 to date. Records of valves used in these destroyers, showing size, angle, cross bore, etc. Revised as indicated by results of tests performed to determine efficiency of valve set up. Filed numerically. (Daily, official.) 9 x 12 vols., 1 ft., on desk. 3d floor. (77)

1206. TESTS OF DESTROYER LEADER PHELPS, Oct. 31, 1934 to date. Reports of hose, air, oil and strength tests performed. Filed chronologically. (Weekly, official.) 4 x 8 loose sheets, 3 in., in wooden box on cabinet. 3d floor. (137)

1207. UNCOMPLETED AND UNSATISFACTORY WORK ITEMS, Oct. 31, 1934 to date. Records concerning faulty work performed on the U.S.S. Phelps, Clark, Moffett, and Craven. Filed chronologically. (Daily, official.) 9 x 11½ folders, 10 in., in drawer of metal filing case. 3d floor. (162)

1208. MONTHLY REPORTS, MINOR, Nov. 10, 1934 - Oct. 24, 1935. Monthly reports giving number of tests completed on various destroyers; progress in construction of navigating bridges, life lines, torpedo storage rooms and general information. Filed chronologically. (Monthly, official.) 9 x 11½ folders, ½ in., in drawer of metal filing case. 3d floor. (175)

1209. TESTS MEMORANDA, Nov. 27, 1934 to date. Memoranda and plans of tests made on U.S.S. Phelps, Clark, Moffett, and Balch. Included are reports of general inspections and air, oil and water-tight compartments tests, torpedo handling, equipment and storage tests, etc. Filed chronologically. (Weekly, official.) 9 x 11 loose papers, 2½ in., on wooden desk. 3d floor. (194)

1210. BLUEPRINTS OF U.S.S. GRIDLEY AND CRAVEN, Dec. 13, 1934 - July 16, 1936. Construction blueprints for the U.S.S. Gridley and Craven showing procedure to be followed from time construction is begun until the ship is delivered to the Government. Filed numerically. (Daily, official.) 12 x 42 folded blueprints, 6 ft. 4 in., in pockets of oak cabinet. 3d floor. (212)

1211. RECORD OF COMPLETED TESTS, Jan. 6, 1935 to date. Records of tests showing durability of hose lines, amount of air pressure, strength of armor, consumption of fuel oil and gas, etc. Filed chronologically. (Daily, official.) 4 x 6 loose sheets, 1 ft. 2 in., in 2 wooden boxes. 3d floor. (227)

1212. TEST MEMORANDA, Jan. 10, 1935 to date. Memoranda of items repaired or constructed, such as ammunition handling equipment, boat rooms, fire systems, ventilators, oil compartments, tanks, valves, etc. Filed by subject. (Daily, official.) 8 x 10 loose sheets, 1 ft. 9 in., on file board on desk. 3d floor. (80)

1213. TEST SHEETS OF HULL OF U.S.S. PHELPS, Jan. 11, 1935 to date. Records of data compiled from various tests of the ventilation, fuel oil, and fire contol systems, machinery, steering gear, oil and water seperators, valves, castings, fittings, etc. Reports on general specifications and inspections are included. Filed numerically. 8 x 10½ numerical and alphabetical loose sheet index, ½ in. (Daily, official.) 8 x 10½ blueprint sheets, 6 in., on 3 file boards on wall. 3d floor. (222)

1214. LAUNCHING PLANS, Jan. 16, 1935 to date. Dates, tides, weights of chain drags, etc. Filed chronologically. (Monthly, official.) 12 x 42 folded blueprints, 4 in., in blueprint pocket in wooden cabinet. 3d floor. (127)

1215. TEST RECORDS, Feb. 14, 1935 to date. On Liberty, Diesel and turbine driving engines used in naval vessels. Arranged alphabetically. (Weekly, official.) 9 x 12 vols., 4 in., on shelf of wooden cabinet. R. 3. (232)

1216. BLUEPRINTS OF VENTILATION, Mar. 12, 1935 - July 21, 1936. Blueprints detailing the ventilating systems of the U.S.S. Vincennes and Quincy. Records of materials used in construction, giving sizes, weights, etc. of sections are included. Filed chronologically. (Daily, official.) 12 x 42 folded blueprints, 9 in., on wooden desk. 3d floor. (234)

1217. TESTS OF U.S. DESTROYER LEADER MOFFETT, May 8, 1935 to date. Reports of tests performed on the U.S.S. Moffett. Included are hose, air, oil consumption, strength, completion, etc., tests. Filed chronologically. (Weekly, official.) 4 x 8 loose sheets, 3 in., in wooden box on cabinet. 3d floor. (195)

1218. COMPARTMENT TESTS DATA, July 3, 1935 - July 20, 1936. Records of air, water, oil, etc., tests performed on U.S.S. Vincennes and Quincy. All tanks, double-bottomsand other compartments are subjected to rigorous examinations and inspections during construction work on naval vessels. Any structural weaknesses or imperfections or leaks noted by inspectors of ship construction must be remedied or repaired by shipbuilders. Filed chronologically. (Daily, official.) 14 x 28 loose-leaf books, 6 in., on wooden desk. 3d floor. (27)

1219. LABEL PLATE LIST, Oct. 17, 1935 to date. Blueprint and lists of labels used as name plates for various departments of destroyers Phelps, Clark, Moffett, and Balch. Filed alphabetically. (Weekly, official.) 9 x 11 loose papers, ½ in., on wooden desk. 3d floor. (219)

1220. AIRPLANE CARRIER ASSEMBLIES, Nov. 15, 1935 - July 31, 1936. Assembly sheets showing the welding procedure to be carried out on the U.S.S. Wasp. Filed chronologically. (Daily, official.) 9 x 12 folders, 9½ in., on shelf of wooden cabinet and in steel drawer. R. 3. and 3d floor. (233, 192)

1221. U.S.S. WASP, Nov. 19, 1935 - July 16, 1936. Complete blueprints of the airplane carrier, U.S.S. Wasp, including plans for alterations. Filed numerically. (Daily, official.) 12 x 42 folded blueprints, 14 ft., in pockets of wooden cabinet. 3d floor. (136)

1222. RECORDS OF AIRPLANE CARRIERS, Dec. 13, 1935 to date. Records of inspections of release systems, oil systems, fire mains, handwheels, valves, manholes, life buoys, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of metal card cabinet. 3d floor. (29)

1223. RECORD OF VALVES OF U.S.S. WASP, Jan. 16 - July 21, 1936. Records of all valves showing size, globe, angle, cross and hose bore, etc., of each. Records are revised when tests indicate changes are necessary. Entered numerically. (Daily, official.) 9 x 12 vol., 1 in., on desk. 3d floor. (74)

1224. TESTS OF THE DESTROYER LEADER CLARK, Feb. 5, 1936 to date. Records of tests performed on the Clark, such as deck, oil, hose, air, strength, and completion tests. Filed chronologically. (Weekly, official.) 4 x 8 loose sheets, 3 in., on cabinet. 3d floor. (160)

1225. MONTHLY REPORTS, Mar. 1, 1936 to date. Monthly reports of construction progress on U.S.S. Clark, Moffett, and Craven. Items show sections completed, unfinished, started, etc. Filed chronologically. (Daily, official.) 8 x 10½ loose sheets, 11 in., in drawer of metal filing case. 3d floor. (218)

1226. TEST OF DESTROYER CRAVEN, May 8 - July 20, 1936. Reports of strength tests and government surveys made on the destroyer Craven. Other tests will follow as construction proceeds. Filed chronologically. (Daily, official.) 4 x 8 loose sheets, 1 in., in wooden box on cabinet. 3d floor. (163)

1227. CRADLE HEIGHTS OF U.S.S. WASP, June 1 - July 20, 1936. Launching cradle data. Arranged chronologically. (Daily, official.) 9 x 11 loose-leaf books, 2 in., on wooden cabinet. 3d floor. (207)

1228. U.S.S. VINCENNES MEMORDANDUM FOR FINAL INSPECTION TESTS, June 1 - July 21, 1936. Records showing the name of the ship, number and name of tests, date of final tests, details of inspection, date ready

for final inspection, etc. Tests of fire control system. Filed chronologically. (Daily, official.) 8 x 10½ sheets, 1 in., on shelf. R. 3. (230)

1229. BOOKLET OF GENERAL PLANS, no dates. General plans for the U.S.S. Porter; confidential. Arranged numerically. (Monthly, official.) 8 x 30 vol., 1½ in., in iron box on cabinet. 3d floor. (171)

Supplies

1230. BILL OF MATERIALS FOR HULLS, Sept. 16, 1935 to date. Materials, and names of vessels for which purchased. Filed chronologically. (Daily, official.) 13 x 14 loose-leaf books, 1 ft., on cabinet. 3d floor. (238)

1231. BILL OF MATERIALS FOR ENGINES, Oct. 16, 1935 to date. Engine materials and vessels for which purchased. Arranged chronologically. (Daily, official.) 13 x 14 loose-leaf books, 8 in., on wooden cabinet. 3d floor. (209)

1232. RECORDS OF MATERIAL SHIPPED, Apr. 7, 1936 to date. Light equipment used in construction. (Daily, official.) 8 x 10½ loose papers, 1 in., on wooden desk. R. 3. (211)

1233. NOTIFICATION AND MANIFESTS OF MATERIAL, May 14, 1936 to date. Showing quantities, descriptions, etc., of material received. Filed numerically. (Daily, official.) 7 x 8 loose sheets, 2 in., on filing board. R. 3. (225)

1234. COST AND WEIGHT GROUPS OF MATERIALS, July 1, 1936 to date. Cost and weight records of materials used for naval vessels. Records are revised depending upon tests of strength, durability, elasticity, etc. (Daily, official.) 7¾ x 10½ loose papers, 1½ in., on wooden desk. R. 3. (134)

1235. MATERIAL SCHEDULES FOR PLATES, Dec. 4, 1936 to date. Records of all materials used in vertical and flat plate keels, and estimated weights of items. Filed chronologically. (Daily, official.) 11 x 17 loose sheets, 5 in., on wooden cabinet. 3d floor. (145)

1236. PROGRESS PHOTOGRAPHS OF U.S.S. LIGHT CRUISER, 26, Showing progress from keel laying to trial trip. Photo prints (150), in cardboard boxes. Filed chronologically. Vault 2. (P-564)

1237. PROGRESS PHOTOGRAPHS OF U.S.S. NORTHAMPTON. Photographs at three month intervals showing construction progress. Photo prints (280), in cardboard boxes. Filed chronologically. Vault 2. (P-566)

1238. PROGRESS PHOTOGRAPHS OF U.S.S. PORTLAND. Photographs taken at three month intervals showing the construction progress on this vessel from keel laying to trial trip with intermediate scenes. Photographic prints (200), in cardboard boxes. Filed chronologically. Vault 2. (P-565)

ROCKPORT

RADIO DIRECTION FINDER STATION
Thatcher's Island

This Naval Radio Direction Finder Station was originally established in 1919 on Norman's Woe, a reef off Gloucester, and moved, in 1924 to its present quarters - a wooden building on Thatcher's Island in the Town of Rockport. All valuable records of the agency are periodically sent to Boston, while most of its routine papers are kept two to five years and disposed of in accordance with proper naval procedure.

1239. CIVILIAN MEDICAL AND DENTAL TREATMENT OF PERSONNEL, Jan. 24, 1930 - Aug. 9, 1935. A record on Form U, of civilian medical, dental, and hospital treatment furnished to personnel attached at this station. Filed chronologically. (Occasionally, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (61)

1240. SUMMARY OF QUARTERLY INSPECTION, Jan. 17, 1933 - May 13, 1935. Reports of inspections at this station. Filed chronologically. (Occasionally, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (7)

1241. GOVERNMENT BILLS OF LADING, Mar. 21, 1933 to date. Bills of lading for all stock received and signed for by this station. Filed chronologically. (Occasionally, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (50)

1242. MONTHLY STATEMENT OF MESS, June 10, 1933 to date. Monthly recapitulation of food bills. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (32)

1243. GASOLINE AND DISTILLATE REPORTS FOR SHORE STATIONS, Dec. 31, 1933 to date. Form 115-D, showing the monthly consumption of gasoline and distillates. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (35)

1244. COAL REPORT, Jan. 1, 1934 to date. Form 115-A, showing the monthly consumption of anthracite coal. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (36)

1245. REQUESTS FOR PAY CHECKS, Feb. 15, 1934 to date. Requests made by radioman in charge to supply officer. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (38)

1246. LAND LINE FAILURES, Apr. 2, 1934 to date. Record of failure of electric power line from the mainland. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (33)

1247. STATION LOG, July 31, 1934 to date. Entries showing exact times and bearings furnished, call letters, etc., of vessels requesting such service, and all messages or calls transmitted and intercepted at this station. Filed chronologically. (Daily, official.) 8 x 14 bundles, 2 ft., in storage closet. Radio Shack. (39)

1248. MONTHLY BEARING SUMMARY, Aug. 1, 1934 to date. Summaries of bearings furnished to ships by this station. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (37)

1249. POWER CONSUMPTION, Oct. 1, 1934 to date. Records of meter readings showing monthly consumption of electric power. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (34)

1250. CALIBRATION DATA, Nov. 8, 1934 to date. Records of calibrations of the direction finder apparatus used at this station. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (30)

1251. REQUESTS FOR LEAVE, Nov. 23, 1934 to date. Requests made by enlisted personnel of this station. Filed chronologically. (Occasionally, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (60)

1252. REQUESTS FOR SUPPLIES, Dec. 10, 1935 to date. Requests to the Supply Officer at the Navy Yard, Boston. Filed chronologically. (Monthly, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (31)

1253. CALL FOR INSPECTION OF SUPPLIES OR SERVICES, Nov. 27, 1935 to date. Form 65C, concerning inspection of supplies and stock received by this station. Filed chronologically. (Occasionally, official.) 8 x 10 folder, 1 in., in drawer of metal filing case. Radio Shack. (40)

SALEM

NAVY RECRUITING SUBSTATION

(not surveyed)

SCITUATE

RADIO DIRECTION FINDER STATION
Fourth Cliff Barracks

This Station was established at Scituate in 1918, in a building especially constructed and equipped for its use. Valuable papers are sent periodically to Boston, but most of its routine records, over two years old, have been disposed of under authority granted by the District Communications Headquarters. Current material is well maintained at the station.

1254. GENERAL FILE, Apr. 30, 1934 to date. Correspondence and reports concerning requisitions, invoices, inventories, etc., including electric light and power consumption records, land-line and telephone information, etc. Filed chronologically, by subject. (Daily, official.) 9½ x 12 folders, 1 ft. 2 in., in drawer of wooden filing case. Office. (39)

1255. RADIO LOGS, Dec. 1, 1934 to date. A continuous record on prescribed forms showing compass bearings, etc., furnished by this station, and other routine or pertinent entries written by various operators on watch, especially noting traffic concerning ships in distress. Filed chronologically. (Older records, never; current records, daily, official.) 9½ x 13 bundles, 2 ft. 9 in., on floor. Office. (36, 37)

SPRINGFIELD

FLEET NAVAL RESERVE
Naval Reserve Armory

The 12th Division, Fleet Naval Reserve was established at Springfield in 1925. Until 1936, when the agency established its present quarters at the Naval Armory, it occupied the building at 133 Hickory Street. Only personnel and supply records are retained by this office; service records of all active and discharged personnel are sent to Boston headquarters.

1256. PERSONNEL RECORDS, June 1, 1925 to date. Personnel and service records, on N. Nav. Form 31, 352, concerning the officers and enlisted men of the 12th Fleet Division. Filed alphabetically. Index. (Frequently, official.) 4 x 9 envelopes, 4 ft. 6 in., in 2 wooden drawers. Personnel Office. (1279)

1257. SUPPLY AND PROPERTY RECORDS, June 1, 1925 to date. S. and

A. Forms, concerning supplies and property. Filed alphabetically. (Frequently, official.) 9 x 13 loose-leaf books and 9 x 12 folders, 1 ft. 3 in., in wooden drawer. Supply Office. (1286)

1258. CORRESPONDENCE AND PERSONNEL RECORDS, June 1, 1925 to date. Correspondence concerning personnel and other official business of the 12th Fleet Division of the First Naval District. Arranged by subject. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. Personnel Office. (1281)

NAVY RECRUITING STATION
Post Office Bldg.

Established about 1920, this agency occupies offices in the Commercial Trust Building until Oct. 1, 1932, when it moved to its present location, three rooms on the fourth floor of the Post Office Building. As a main station in the Northeastern Recruiting Division, it has under its supervision substations at Fitchburg and Worcester, Massachusetts and Rutland, Vermont. No records have been lost or destroyed and the files are apparently intact except for those papers which have been forwarded to headquarters for permanent storage.

1259. ACCEPTANCE CARDS, Jan. 1, 1920 to date. Card records of all recruits accepted for service. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in drawer of metal card cabinet. R. 424. (1043)

1260. REPORTS OF ILLNESSES OR INJURIES, Jan. 1, 1920 to date. NMS Form (F. card), of illnesses or injuries suffered by the personnel attached to this station. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 in., in drawer of metal card cabinet. R. 430. (1120)

1261. MISCELLANEOUS FILE, Jan. 1, 1921 to date. Records concerning physical examinations of personnel and giving general information concerning their health, including correspondence with Bureau of Medicine and Surgery. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 1 ft. 6 in., in 2 drawers of metal filing case. R. 430. (1124)

1262. TRANSFER REPORTS, Jan. 1, 1921 to date. NMSHC Form 3, concerning hospital corps men. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 in., in drawer of metal card cabinet. R. 430. (1129)

1263. PUBLIC VOUCHERS, July 1, 1928 to date. Forms 1034a, 1035a, for disbursements. Arranged chronologically. (Daily, official.) 10 x 12 sheets, 1 ft. 7 in., in drawer of metal filing case. R. 424. (1226)

1264. RECORDS OF PHYSICAL EXAMINATIONS, Jan. 1, 1929 to date. Form X, concerning the physical examination of each applicant for enlistment

Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 7 in., in 2 drawers of metal card cabinet. R. 430. (1121)

1265. REJECTED COMPLETED CASES, Jan. 1, 1929 to date. Records of applicants rejected for failure to pass intelligence or physical examinations. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 430. (1128)

1266. CASH BOOK, Jan. 1, 1932 to date. Record of all monies received and disbursed. Entered chronologically. (Daily, official.) 15½ x 20½ vol., 1 in., on filing case. R. 424. (1042)

1267. CORRESPONDENCE FILE, Oct. 1, 1932 to date. Miscellaneous correspondence concerning the official business of this office. Filed by subject. (Daily, official.) 9 x 12 folders, 6 ft. 4 in., in 4 drawers of metal filing case. R. 424. (1224)

1268. APPLICATIONS, Apr. 1, 1935 to date. NRB Form showing reason for rejection of applicants. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in drawer of metal card cabinet. R. 424. (1046)

1269. WAITING APPLICANTS, Apr. 1, 1935 to date. Completed papers giving pertinent data on applicants accepted and waiting to be called for service. Filed chronologically. (Daily, official.) 8 x 12 bundles, 7 in., in drawer of metal filing case. N. 424. (1045)

1270. COMPLETED PAPERS, June 1, 1935 to date. Completed records concerning recruits accepted by this station. Filed alphabetically. (Daily, official.) 4 x 8 bundles, 3 ft. 7 in., in drawer of metal filing case. R. 424. (1044)

SQUANTUM

MARINE CORPS RESERVE AVIATION UNIT

(not surveyed)

NAVAL RESERVE AVIATION BASE

The Naval Reserve Aviation Base at Squantum was established July, 1923 on the site of the old Victory Plant, a shipyard built by the United States Government in 1917 and abandoned soon after the war. Units VN-1RD-1, First and Second Divisions and VN-2RD-1, First and

Second Divisions are located here. For five years the air station was housed in what was originally the paint shop of that plant. In 1928 it moved to the newly erected administration building, its present location. No information is available concerning the whereabouts of the Victory Plant records, but they are said to have been retained by the Bethlehem Ship Building Corporation, which operated the shipyard. All of the records of the aviation base, however, are intact, except those which have been disposed of in accordance with regular naval procedure.

1271. STOCK LEDGER, TITLE B, Nov. 9, 1923 to date. Permanent inventory record, showing types, quantities and prices of materials, dates received, voucher numbers, names of vendors, etc. Included are records of materials used and on hand, giving dates, vouchers, quantities, etc. Filed alphabetically and chronologically. (Older records, rarely; current records, daily; official.) 9 x 12 loose-leaf books, 6 in., on wood and metal shelves. Attic storeroom and Commander's Office. (16, 19)

1272. STATION LOG, July 1, 1925 to date. Periodic entries of all airport activities, listing weather conditions, arrival and departure of planes, official inspections, special work routines, damages to equipment and buildings, injuries suffered by personnel, memorial observances, etc. Entered chronologically. (Older records, occasionally; current records, daily; official.) $8\frac{1}{2}$ x 14 vols., 10 in., on wooden shelf and top of desk. Attic storeroom and Commander's Office. (15, 18)

1273. RECORD OF DISPATCHES, July 1, 1925 to date. Records of messages received and sent by this station, noting arrival and departure of planes, courses followed, etc. Entered chronologically. (Older records, occasionally; current records, daily; official.) $8\frac{1}{2}$ x 14 vols., 3 ft., $1\frac{1}{2}$ in., on wooden shelf and top of desk. Attic Storeroom and Commander's Office. (17, 5)

1274. BASE FILES, July 1, 1925 to date. Correspondence and reports concerning all administrative functions. Subjects treated include station regulations, inspections, training flight orders, student aviators' educational programs, aircraft materials, requisitions and purchases, pay rolls and expenditures, etc. Filed numerically. Indexed. (Older records, occasionally; current records, daily; official.) Variously sized folders, 36 ft. 2 in., in 6 wooden boxes and 13 drawers of metal filing case. Attic storeroom, Squadron Office, Commander's Office. (14, 6, 1)

1275. DECK LOG OF SQUADRONS, VN-1RD-1 AND VN-2RD-2, Sept. 26, 1926 to date. Daily entries showing weather conditions, preliminary flight preparations, etc. Included are remarks on number of officers and enlisted men in attendance, inspections, drills and exercises, etc. Entered chronologically. (Daily, official.) 10 x 14 vols. 1 ft., in drawer of metal filing case. Squadron Office. (8)

1276. ADDRESS FILE, Aug. 30, 1927 to date. Records of officers,

enlisted men, and student aviators, giving names, home addresses, telephone numbers, names of nearest relatives, enlistment dates, ranks, dates of commissions, etc. Included are reasons for rejection of those student aviators who have failed to meet naval requirements. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of wooden card cabinet. Office of Commanding Officer. (2)

1277. MEDICAL RECORD FILE, Sept. 10, 1928 to date. Record of injuries suffered by officers and enlisted men in line of duty at aviation base, showing medical treatments given and pharmaceuticals dispensed. Filed alphabetically and chronologically. (Daily, official.) 8½ x 11 folders and 8½ x 15 envelopes, 1 ft., in drawer of metal filing case. Medical Laboratory. (20)

1278. EXPIRATION OF ENLISTMENT, Aug. 9, 1929 to date. Abstract records, listing names, dates of enlistment expiration, ratings, etc. Included are record of transfers, discharges, resignations, etc. Quarterly marks and reports of ability and progress of students are also inserted. Filed alphabetically. (Daily, official.) 4 x 6 cards, 10 in., in drawer of metal card cabinet. Office of Commanding Officer. (3)

1279. PERSONNEL AND SERVICE RECORDS, SQUADRONS VN-1RD-1 and VN-2RD-2, Apr. 18, 1930 to date. Enlistment and service records of fleet personnel of the First and Second Naval Aviation Division giving names, dates of enlistment, ratings, case histories, etc. Records maintained in two sections, one for salaried personnel; another for volunteer reservists. Filed alphabetically. Indexed. (Weekly, official.) 4 x 9 pockets, 4 ft. 1 in., in 12 drawers of metal filing cases. Squadron Office. (13)

1280. PERSONNEL AND SERVICE RECORDS, June 9, 1930 to date. Fleet personnel records for the First and Second United States Marine Corps Squadrons showing names, dates of enlistment, service data, health reports, ratings, case histories, etc. Filed alphabetically. (Weekly, official.) 4 x 9 pockets, 2 ft. 4 in., in 4 drawers of metal filing case. Squadron Office. (12)

1281. GENERAL CORRESPONDENCE, SQUADRONS VN-1RD-2, June 30, 1933 to date. Correspondence and reports concerning training orders, operation orders, aircraft movements, drill schedules, inspections, requisitions, equipment, enlisted men, promotions, transfers, transportation, etc. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, 10½ x 14 folders, 6 ft. 2 in., in 2 drawers of metal filing case. Squadron Office. (7, 9)

1282. GENERAL FILES, MARINE CORPS RESERVE, Jan. 1, 1934 to date. Correspondence and reports concerning the activities of the corps. Included are training instructions, flight orders, fitness reports, staff returns, annual reviews, etc. Filed alphabetically and by subject. (Daily, official.) 10 x 15 folders, 6 ft. 2 in., in 4 drawers of metal filing case. Squadron Office. (11, 10)

1283. PROSPECTIVE STUDENT FILE, July 1, 1935 to date. Correspondence to commanding officer requesting applications for enrollment in flight training instruction courses. Records of replies are included. Filed alphabetically. (Weekly, official.) 8½ x 11 binders, 4 in., on wall hook. Office of Commanding Officer. (4)

1284. AERIAL PHOTOGRAPHS AND NEGATIVES. See addenda for titles. Still photographic films, photographic negatives, acetate (240); photographic negatives, glass (25), photographic prints (695), in jackets. Loose-leaf index. Photo. Lab., 2d floor. (P-21)

TRURO

RADIO DIRECTION FINDER STATION
Highland Light Reservation

This station was established about 1917 at the Highland Light Reservation in conjunction with a naval radio station which had been operating at that location since 1903. Direction finding activities, originally a minor function, have gradually become the primary purpose of the station. Most of the station records are comparatively unimportant and disposed of at two to five year intervals under the authority granted by the District Communication Office. Its valuable papers are periodically sent to headquarters, the station retaining only current material.

1285. RADIO LOGS, July 1, 1934 to date. A continuous record of routine and pertinent entries concerning bearings, etc., furnished by this station. Operators on watch make especial note of traffic relevant to vessels in distress. Filed chronologically. (Frequently, official.) 10 x 15 envelopes, 1 ft. 4 in., in drawer of metal filing case. 1st floor. (21)

1286. SHIP LOGS, July 1, 1934 to date. Rough notes which are transcribed into radio logs. See preceding entry. Filed chronologically. (Rarely, official.) 10 x 15 envelopes, 10 in., in drawer of metal filing case. 1st floor. (19)

1287. MESSAGES, July 1, 1934 to date. Copies of messages, reports, letters, etc., concerning administrative matters of the station. Filed chronologically. (Rarely, official.) 10 x 15 envelopes, 2 ft., in 2 drawers of metal filing case. 1st floor. (6)

WORCESTER

FLEET NAVAL RESERVE
Naval Armory

The 11th Division, Fleet Naval Reserve, established at Worcester in 1921, has always occupied a two story frame building on Lake Quinsigamond. All records and papers, excepting those sent to the district headquarters, are retained in the permanent files and none have been lost or destroyed.

1288. PERSONNEL FILE, June 1921 to date. Records giving the medical and service histories of each officer and enlisted man at this station. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 4 ft. 3 in., in 3 drawers of wooden filing case. 1st floor. (201)

1289. ENLISTMENT FILE, June 1921 to date. Applications of those who, after successfully fulfilling the enlistment requirements, have been accepted. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. 1st floor. (176)

1290. REJECTION FILE, June 1921 to date. Records of applicants who failed to meet enlistment requirements. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. 1st floor. (189)

1291. REQUISITION FILE, June 1921 to date. Records of requisitions for materials and supplies. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing cases. 1st floor. (200)

1292. GENERAL FILE, June 1921 to date. Correspondence between this office and various agencies and individuals concerning the official business of this station. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 ft. 8 in., in 2 drawers of wooden filing case. 1st floor. (175)

1293. DECK LOG BOOKS, June 1921 to date. Log book entries giving information on naval reserve drills and drill night exercises, with signature of officers in charge. Entered chronologically. (Weekly, official.) 10 x 15 vols., 1 ft. 8 in., in bookcase. 1st floor.

1294. STILL PICTURES OF UNITED STATES NAVY TRAVELS, Travel scenes; Still photographic film, photographic negatives, acetate (30), slide films, negative rolls (30), in cans. Office, 1st floor. (P-163)

NAVY RECRUITING SUBSTATION
Federal Bldg.

The date of establishment of the first station at Worcester cannot be definitely ascertained. The office was abolished in 1929 and re-established in 1934 on the third floor of the Federal Building. When the agency was discontinued in 1929, all records were transferred to the district headquarters in Springfield. No records have been lost or destroyed, although provision has been made to destroy unimportant papers, upon proper authority, after two years of storage. At the present time copies of all current papers are sent to the district headquarters.

1295. LIST OF HIGH SCHOOL GRADUATING CLASSES, 1934 to date. Lists of all recent male high school graduates in Worcester County to whom navy literature has been or will be sent, to promote enlistments. Filed alphabetically. (Frequently, official.) 10 x 12 folders, ½ in., in drawer of metal filing case. R. 316. (61)

1296. MONTHLY QUOTA OF ENLISTMENTS, Feb. 1934 to date. Records showing the number of men enlisted and assigned to duty by the Worcester Recruiting Station each month. Filed chronologically. Indexed. (Frequently, official.) 10 x 12 folder, ½ in., in drawer of metal filing case. R. 316. (56)

1297. APPLICATIONS REJECTED, Feb. 9, 1934 to date. NRB Form 24, giving a detailed personal and health history of each applicant rejected, including intelligence test taken and grade received. Filed alphabetically. Indexed. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of metal filing case. R. 316. (57)

1298. LETTER AND ORDER FILE, May 1934 to date. Correspondence between this office and various agencies and individuals concerning the official business of this station, including inspection reports commenting on personnel, quarters, files, publicity, and recruiting results. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of metal filing case. R. 316. (58)

1299. MOTION PICTURE FILE, May 1934 to date. Record showing the name, length, and condition of motion picture films used for publicity by the navy, including correspondence from organizations and individuals requesting showings. Filed alphabetically. (Frequently, official.) 10 x 12 folder, 1 in., in drawer of metal filing case. R. 316. (59)

1300. SCHOOLS HAVING MOTION PICTURE EQUIPMENT, May 1934 to date. Lists of schools in Worcester County which are equipped to show motion pictures, with complete description of equipment. Filed alphabetically. (Frequently, official.) 10 x 12 folder, ½ in., in drawer of metal filing case. R. 316. (60)

1301. MISCELLANEOUS CORRESPONDENCE, May 1934 to date. Correspondence with prospective applicants; with lists of prospects; and applicants awaiting notification of examination results. Filed alphabetically. Indexed. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of metal filing case and in pasteboard box. R. 316. (62)

1302. MEN ACCEPTED AND ENLISTED, May 1934 to date. Card record giving name, address, and date of enlistment of all recruits. Filed alphabetically. Indexed. (Frequently, official.) 3 x 5 cards, 3 in., in box. R. 316. (63)

1303. RECORD OF MEN ENLISTED AND PLACED ON WAITING LIST, May 19, 1934 to date. Record giving name, date of acceptance, and date of enlistment of each man who has met the entrance requirements. Filed numerically. Indexed. (Frequently, official.) 10 x 12 folder, ½ in., in drawer of metal filing case. R. 316. (55)

1304. FILMS OF ACTIVITIES AT THE VARIOUS NAVY TRAINING STATIONS. Scenes of naval activities. Motion picture film, acetate projection positive, 35mm (8000), 16 mm positive (6800), in metal containers. R. 316 (P-162)